CA4 ON HBL A05
C51 P1A
JAN. 10 1991 -

URBAN/MUNICIPAL

AGENDA/MINUTES OF THE
ARTS ADVISORY SUBCOMMITTEE
OF THE PARKS AND RECREATION
COMMITTEE OF COUNCIL

Ms. Ruth Greenwood
Urban Municipal Collection
2nd Floor
Hamilton Public Library

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MEMORANDUM

TO:	Chairman and Members Arts Advisory Sub-Committee	YOUR FILE:
FROM:	Mrs. Lynn Dale, Secretary Arts Advisory Sub-Committee	OUR FILE: PHONE: 546-2728
SUBJECT:	**RESCHEDULING OF JANUARY MEETING DATE**	DATE: 1990 December 13

This will confirm that the Arts Advisory Sub-Committee cancelled their 1991 January 03 meeting and rescheduled the meeting to Thursday, 1991 January 10 at 12:00 o'clock noon.

An agenda will follow under separate cover.

L. Dale

cc: Mr. L. Sage, Chief Administrative Officer

Mr. R. Sugden, Director of Culture and Recreation

Ms. C. York, Arts Co-ordinator
Culture and Recreation Department

URBAN MUNICIPAL
JAN 21 1991
GOVERNMENT DOCUMENTS

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THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

TEL: 546-2700
FAX: 546-2095

~~1991 January 4~~

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NOTICE OF MEETING

ARTS ADVISORY SUB-COMMITTEE

Thursday 1991 January 10
12:00 Noon - Regular Agenda
1:00 P.M. - Special Meeting - "Performing Arts in Hamilton"
Room 223, City Hall

Susan K. Reeder

Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

A. 12:00 Noon REGULAR AGENDA

1. Minutes of the Arts Advisory Sub-Committee meeting held 1990 December 6
2. Hamilton Arts Award - Guidelines
3. Tivioli Theatre
4. Chairman's Report (no copy)
5. Co-ordinator's Report (no copy)
6. Other Business

B. PERFORMING ARTS IN HAMILTON


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1.

Tuesday, 1990 Dec
12:00 o'clock noon
Room 219, City Hall

The Arts Advisory Sub-Committee met.

There were present:	Mr. C. Renaud, Chairman Alderman M. Kiss Alderman D. Wilson Ms. J. Malseed Ms. C. Nemeth Ms. L. Morris Mr. Wm. Powell Ms. L. Robinson Mr. B. Mason Mr. J. Gaul
Absent with regrets:	Mr. G. Mallory Mr. P. Mandia
Also present:	Ms. J. Rapsavage, Parks and Recreation Citizens' Advisory Sub-Committee Ms. K. Daniels, Ministry of Culture and Communications Mr. R. Sugden, Director of Culture and Recreation Ms. M. Havelka, Manager of Cultural Services Ms. C. York, Arts Co-ordinator Mrs. L. Dale, Secretary

1. **MINUTES**

The Committee was in receipt of the minutes of the meetings held 1990 October 04, November 01 and November 22 and made the following amendments.

Minutes of the meeting held 1990 November 01, Page 2, Item 3, spelling correction should read, accepted. Minutes of the meeting held 1990 November 22, Page 4, Item 5.6, Paragraph 3 line 3, should read, the Committee agreed that they would not be formally conveying its position as a Committee.

The Sub-Committee approved the minutes of the 1990 October 4 meeting as circulated and the minutes of the meetings held 1990 November 1 and November 22 as amended.

2. **DIRECTOR OF CULTURE AND RECREATION**

The Director of Culture and Recreation addressed the Sub-Committee bringing greetings of the season from the Department and complementing the Sub-Committee on its work over the past year. The Director of Culture and Recreation advised the Committee of a photo and art exhibit that is coming from our Sister City, Penza, U.S.S.R. on January 18. Further the display will be staying for approximately six months and requested the Sub-Committee's involvement with respect to the display.

3. **HAMILTON ARTS AWARD**

The Sub-Committee was in receipt of nominations from eight individuals which had previously been distributed to the Sub-Committee for their consideration. The Sub-Committee discussed the Conflict of Interest Act.

The Sub-Committee was provided with a summary list of the nominees. The Chairman advised of additional background information which had just been received from specific nominees and highlighted same for the Sub-Committee.

The Sub-Committee discussed the Award Criteria.

Discussion ensued on the nominees for the 1990 Award and after considerable discussion and a ballot vote, the Sub-Committee unanimously approved the following recommendation:

(a) That Mike Wood be the recipient of the 1990 Hamilton Arts Award administered by the Arts Advisory Sub-Committee.

(b) That the Annual Hamilton Arts Award Grant in the amount of $500 be awarded to Mike Wood at a reception to be held during Arts Awareness Month - May 1991 and accordingly a press release be prepared in the near future congratulating the 1990 recipient.

The Sub-Committee requested that this nomination not be formally announced until after it is approved by the Parks and Recreation Committee.

The Sub-Committee requested that the Arts Co-Ordinator prepare a report on the Hamilton Arts Award, including criteria and guidelines. Further the report should include reference to a Hamilton Resident.

4. **WEST AVENUE SCHOOL**

The Sub-Committee discussed setting up a Sub-Committee to investigate the possible use of West Avenue School for cultural facilities. The Committee was advised of a joint proposal that is being prepared by the Health Services Group regarding the use of West Avenue School. Mr. Bob Mason and Ms. Liz Robinson agreed to initiate this Sub-Committee and it was suggested that the Ward Aldermen be contacted to see if they are interested in participating. The Committee requested that a letter be sent to the Director of Property advising of the formation of the Sub-Committee to investigate the feasibility of West Avenue School for Cultural facilities and requesting a current list of vacant City properties as well as any of which it is anticipated will be vacant in the near future.

5. **CHAIRMAN'S REPORT**

The Chairman advised that he had along with the Arts Co-ordinator been to view the Mountain Arena with respect to possible art work in the arena. The Chairman complimented the Art in Public Places Steering Committee for the work that they are doing. The Chairman advised that the Hamilton Place Task Force next meeting is December 12. The Sub-Committee was advised that it is an in-camera meeting where the final document on the Hamilton Task Force will be submitted. The Chairman advised that he had forwarded the comments on the draft paper to several members of the Sub-Committee unofficially. The Sub-Committee discussed that through the Chairman comments have been submitted to the Task Force. The Sub-Committee discussed the whole procedure with respect to the Task Force. The Sub-Committee thanked the Chairman for his participation on the Task Force and approved the following recommendation:

That the Arts Advisory Sub-Committee endorse the action and direction of their Chairman as their designate to the Hamilton Place Task Force and ask him to attend the next meeting and continue his endeavours.

Further, the Sub-Committee approved the following recommendation:

That a letter be forwarded to the Hamilton Place Task Force from the Arts Advisory Sub-Committee inquiring as to the purpose of the December 12 meeting and the reason for an in camera session.

6. **CO-ORDINATOR'S REPORT**

The Arts Co-ordinator advised that the Grants Review Group had met with Mr. Sam Sniderman with respect to the Tivoli Theatre's request for funds. The Grant Review Group had asked that before this information goes forward to the Finance & Administration Committee that the Arts Advisory Sub-Committee comment. The Arts Co-ordinator distributed a list of suggested guests to be invited to the meeting and the Sub-Committee agreed that their next regular scheduled meeting will be changed from January 03 to January 10. The meeting will commence at 12:00 o'clock noon for their regular business and the item with respect to the Tivoli Theatre will be dealt with at 1:00 o'clock p.m. and the special guests invited to this meeting. The Arts Co-ordinator reminded the Sub-Committee of the special meeting on 1990 December 10 at 7:00 o'clock p.m. regarding Arts Awareness Month. A copy of a notice and press release was distributed.

7. **ART IN PUBLIC PLACES POLICY**

The Sub-Committee was in receipt of a report dated 1990 November 25 from the Director of Culture and Recreation and approved the following recommendation:

That the Mission Statement, Principles and Objectives Re: Art in Public Places as submitted in a report dated 1990 November 25 from the Director of Culture and Recreation be endorsed.

8. **INFORMATION ITEMS**

The Sub-Committee received for their information a notice of the ad that was placed in the paper re: Vacancy on the Arts Advisory Sub-Committee and was reminded that the deadline is 1990 December 17. The Sub-Committee was in receipt of the amended 1990 Grant Application and Policy revisions as approved by City Council on 1990 November 27.

There being no further business the meeting was adjourned.

TAKEN AS READ AND APPROVED,

Lynn Dale,
Secretary

MR. CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

2.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 January 3

REPORT TO: Mrs. Lynn Dale, Secretary
Arts Advisory Sub-committee

FROM: Mr. R. Sugden
Director of Culture & Recreation

SUBJECT: **HAMILTON ARTS AWARD**

RECOMMENDATION:

That the draft documents, "Guidelines" and "Nomination Form" for The Hamilton Arts Award as attached, be approved.

R. Sugden

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Since the Hamilton Arts Award's inception, the amount of five hundred dollars has been awarded to the successful candidate. This honourarium is annually budgeted through the General Grants Budget.

BACKGROUND:

At its meeting of December 6, 1990 the Arts Advisory Sub-committee requested that staff draft a report on guidelines for the administration of the Hamilton Arts Award. These guidelines are to be used in the award programme beginning in 1991.

D R A F T

GUIDELINES - HAMILTON ARTS AWARD

Section 1 Criteria

1.1 The Hamilton Arts Award acknowledges the outstanding contributions and accomplishments of an individual Hamilton Artist in any of the following fields: Architecture, Applied Design, Literature, Media Arts,Music, Performing Arts, Visual Arts.

1.2 Candidates will be considered on the basis of

(i) Professional artistic achievements
(ii) Community involvement, for example in the form of volunteer work
(iii) Hamilton residency

Section 2 Mechanics

2.1 To be presented annually; administered by the Arts Advisory Sub-committee

2.2 The award consists of a commemorative medallion and a five hundred dollar honorarium

2.3 The award recipient's name and field of artistic work is inscribed on a plaque located in the second floor foyer of City Hall

2.4 The award presentation is made by the Mayor or a member of City Council.

2.5 Since the award's inception, an informal reception following the presentation has been sponsored by the Hamilton Spectator

2.6 Copies of Guidelines are to be attached to nomination forms to provide a complete information package

CITY OF HAMILTON

HAMILTON ARTS AWARD NOMINATION

Information on NOMINEE:

1. Name:

2. Address:

   Postal Code:

3. Phone:

4. Artistic Profession:

   Please attach: (l) a current resumé
   (2) press clippings
   (3) three letters of endorsement

5. Nominated by:

   Address:

   Phone:

I have received the nominee's permission for this nomination.

Signature_____

****

Please submit complete nomination package to:

Arts Advisory Sub-committee
City Clerk's Department

3.

BACKGROUND

A request has been received by the City of Hamilton's Grants Review Group for funding to assist with the restoration and renovation of the Tivoli Theatre. The Tivoli Foundation for the Performing Arts anticipates that the provincial and federal governments will also contribute. The new facility will provide a performance venue for theatre companies.

The Grants Review Group, in considering this request, discussed the broader issue of performing arts needs in terms of facilities, programmes and market - both at the present time and into the future.

Accordingly, the Grants Review Group requested that the Arts Advisory Sub-Committee host a meeting to discuss this broader issue. It is necessary to bring all affected parties together to examine strategies for supporting and encouraging the performing arts in Hamilton.

ISSUES

* inventory of facilities, companies and present locations
* viability of present level of activity
* opportunities and directions for future growth
* preservation of an historic Hamilton landmark
* competitive regional market: effects on audience size and perceived quality of the productions of local companies

B.

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 January 4

REPORT TO: Chairman & Members
Arts Advisory Sub-Committee

FROM: Mrs. Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

SUBJECT: **Performing Arts**

The attached list of individuals were invited to attend the Arts Advisory Sub-Committee meeting on 1990 January 10, at 1:00 o'clock p.m. to participate in a discussion respecting Performing Arts in Hamilton.

Susan K. Reeder

Attch.

Mailing List

Mr. Peter Mandia, Artistic Director
Theatre Aquarius
255 West Avenue North
Hamilton, Ontario
L8L 5C8

Mr. Christine Hamilton
Geritol Follies
P.O. Box 2080, Station "A"
Hamilton, Ontario
L8N 3Y7

Mr. Stephen Bye, General Manager
Hamilton Philharmonic Orchestra
P.O. Box 2080, Station "A"
Hamilton, Ontario
L8N 3Y7

Ms. Susan Worthington
Bach-Elgar Choir
P.O. Box 2080, Station "A"
Hamilton, Ontario
L8N 3Y7

Mr. Gabe Macaluso, C.E.O.
Hamilton Entertainment and
Convention Facilities Inc.

Alderman Wm. McCulloch
c/o City Hall

Alderman J. Gallagher
c/o City Hall

Mr. Brian McCurdy
General Manager
Opera Hamilton
2 King Street West, Plaza Level
Hamilton, Ontario
L8P 1A1

Players' Guild of Hamilton
Ms. Nancy Happell
99 Leinster Street
Hamilton, Ontario
L8M 3A4

Hamilton Multicultural Theatre
c/o Mr. Michael Stevens
20 Spring Street
Hamilton, Ontario
L8N 2N9

Heritage Theatre
c/o Christ's Church Cathedral
252 James Street North
Hamilton, Ontario
L8R 2L3

Mr. Pat Young
McMaster University Theatre
1280 Main Street West
Hamilton, Ontario
L8S 4L9

Mr. Vitek Wincza, Director
Hamilton Ballet School
627 Main Street East
Hamilton, Ontario
L8M 1J5

Mr. Bill Powell
Creative Arts
401 Main Street West
Hamilton, Ontario
L8P 1K5

Mr. Brian Robertson
Market Place
Communications Inc.
Toronto, Ontario
(Fax No. 967-9415)

K.E. AVERY
CITY CLERK

J.J. SCHATZ
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THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

1990 December 17

Dear

The Arts Advisory Sub-Committee would greatly appreciate your participation in a discussion regarding the performing arts in Hamilton.

You are cordially invited to attend a special meeting on:

Thursday, 1991 January 10
1:00 o'clock p.m.
Room 233, City Hall

Please refer to the attached information sheet for background details. If you are unable to join us, we would welcome a designate from your organization.

Any questions you may have can be directed to Cheryl York, Arts Co-ordinator at 546-2036.

Looking forward to seeing you on January 10.

Yours very truly,

C. Renaud

Charles Renaud, Chairman
Arts Advisory Sub-Committee

Attach.

BACKGROUND

A request has been received by the City of Hamilton's Grants Review Group for funding to assist with the restoration and renovation of the Tivoli Theatre. The Tivoli Foundation for the Performing Arts anticipates that the provincial and federal governments will also contribute. The new facility will provide a performance venue for theatre companies.

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* inventory of facilities, companies and present locations
* viability of present level of activity
* opportunities and directions for future growth
* preservation of an historic Hamilton landmark
* competitive regional market: effects on audience size and perceived quality of the productions of local companies

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1991 January 24th

URBAN MUNICIPAL
JAN 28 1991
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NOTICE OF SPECIAL MEETING

Arts Advisory Sub-Committee
Thursday, 1991 January 31st

10:30 o'clock a.m. - Tour of the Tivoli Theatre
(Please meet at the front door)

12:00 o'clock noon
Room 233, City Hall

Susan K. Reeder
Secretary

A light lunch will be available back at City Hall at noon.

AGENDA

1. Performing Arts in Hamilton and the Tivoli Theatre.

THE TIVOLI THEATRE

BORN 1924

REBORN 1991

RESTORATION AND RENOVATION OF THE TIVOLI THEATRE, HAMILTON

Project Description

As you will see from the enclosed designation information, the historic nature of the Tivoli Theatre is readily apparent.

The property was purchased by the Sniderman family of Toronto in 1989. Their objective was to save, what was in their view, the last remaining property of Hamilton's cultural past.

The building has been designated of Historic and Architectural Value and Interest by the City of Hamilton and an application has been made to the Historic Sites and Monuments Board of Canada to have the property designated a national historic site.

A non-profit foundation has been created (The Tivoli Foundation for the Performing Arts) and has been granted a 20 year lease at a nominal annual rent.

The directors of the foundation will oversee a restoration and renovation process that will restore the building to its 1924 glory.

The noted architect David Mesbur has been retained to direct the restoration and renovation process. David has received international recognition for his work on the restoration of the Pantages Theatre in Toronto.

The City of Hamilton and surrounding area is totally underserviced from a performing arts venue point of view. Most citizens have to travel to Toronto to see productions of major theatrical touring attractions.

The restored Tivoli will have a seating capacity of 1000. The size of the performing area has been doubled and it will comfortably serve as a major touring venue for compatible theatrical and concert productions.

Negotiations are underway with both the Hamilton Philharmonic Orchestra and Opera Hamilton for them to utilize the facility on a regular basis.

The feasibility is being explored of staging daily matinee performances of theatrical and concert productions for senior citizens.

RESTORATION AND RENOVATION OF THE TIVOLI THEATRE, HAMILTON

Funding

The estimated budget for the restoration and renovation process is $3.2 million. A budget prepared by the architect is enclosed together with a cash flow outline.

Funding is anticipated from four sources:

1.	Local fund raising	$500,000
2.	City of Hamilton	$500,000
3.	Province of Ontario through the Cultural Facilities Improvement Program	$1,100,000
4.	Government of Canada through the Cultural Initiatives Program	$1,100,000
		$3,200,000

REASONS FOR DESIGNATION

Tivoli Theatre, 108 -112 James Street North

Built in 1875 as a carriage factory for J.P. Pronguey, the building at 108-112 James Street North has served primarily as a theatre since 1908. In 1924, the building was substantially enlarged by an auditorium added to the rear to accomodate the Tivoli Theatre, the name by which the building has since been known.

Context

With its architecturally impressive facade, dominant corner tower, and high visibility, the Tivoli Theatre is a major contributing component of the James North heritage streetscape. It also provides a dramatic visual terminus to the block extending from Cannon to Wilson Street. The adjacent site at the north-east corner of James and Wilson was, for many years, occupied by the Grand Opera House and Hotel, erected in 1880 and demolished respectively in 1960 and 1986.

Historical Significance

In the course of its history, the building at 108-112 James Street North has served many different uses: a carriage works (until 1901), a bowling alley on the second floor (1908-64), various restaurants and retail businesses at street level; and of particular significance, a succession of theatres: the Wonderland (1908), the Colonial (1909-12), and the Princess (1913-23), all located in the space which became the lobby of the Tivoli Theatre, and finally, the Tivoli itself.

The Tivoli has an important place in Hamilton's theatre history. The Wonderland was reputedly the City's first film theatre while the Tivoli, a vaudeville theatre and motion picture house, was the first theatre to introduce sound movies in the late 1920s. Of the numerous theatres built in Hamilton during the early 20th century, the Tivoli counted among the seven largest and grandest, the most resplendent of which were the Capitol and the Palace. All but the Lyric (now the Century) and the Tivoli have been demolished; and of these two only the Tivoli Theatre has retained any part of its original interior decor.

Architectural Significance

Exterior

Clearly intended to make a bold statement of Pronguey's entrepreneurial ambitions, the original carriage factory was designed by Hamilton architect Albert H. Hills in the popular Second Empire style. Characteristic of this style are the steeply-pitched mansard roof with dormers, the bracketted cornices, and rich classical detailing. Noteworthy features of the Tivoli facade include the round-arched windows with two-over-two sash windows and ornate moulded surrounds, the gabled dormer windows, and the tall mansard-roofed tower. This convex-shaped tower displays narrow, paired

arched dormers surmounted by circular windows and a bracketted cornice, originally crowned by ornamental iron cresting.

The later Tivoli Theatre entrance originally featured an octagonal ticket office and an ornamental sign marquee, above which was a vertical "Tivoli" sign projecting at right angles to the street. Only the basic structure of the marquee, however, survived the major alterations made to the entrance in 1954.

Interior

The Tivoli Theatre was greatly admired for its sumptuously decorated "Italian Renaissance" interior, designed by Toronto architect B. Kingston Hall. While a significant proportion of the original decor was removed or covered in the course of renovations undertaken in 1943, 1947 and 1954 (when the most extensive remodelling occurred), the main architectural features of the auditorium are still largely intact. These include the proscenium, the ceiling with its elliptical design, the decorative cornice and frieze below, and along each side wall: a colonnade comprising five round arches sprung from coupled pilasters. The two arches on either side of the stage still contain the original bronze statues of Caesar Augustus and the goddess Minerva. At the base of each of the other eight arches are medallions depicting the four seasons.

Designated Features

Important to the preservation of the Tivoli Theatre are:

1. the original architectural features of the front (west) and side (south) facades, including the upper-storey arched windows, moulded surrounds, bracketted cornice, and slate-covered mansard roof with its dormers and corner tower.

2. the original architectural features of the lobby and auditorium, including the ceilings, proscenium, colonnades, statuary, and other decorative wall elements. Excluded from designation are the more recent additions, such as the floor covering, seating and stage curtain.

T I V O L I T H E A T R E

CASH FLOW

JAN.	1.	Working Drawings	$280,000
	2.	Building Permit	19,000
FEB.	3.	Administration	5,000
	4	Demolition	80,000
	5.	Structural	50,000
	6.	Excavation	53,000
MAR.	7.	Administration	5,000
	8	Electrical & Mechanical (Advance)	200,000
	9.	Management (50%)	81,000
APR.	10.	Administration	5,000
	11.	Consultants Balance	55,000
	12.	Electrical & Mechanical (Part)	500,000
MAY	13.	Administration	7,500
	14.	Concrete	66,750
	15.	Masonry	31,000
	16.	Steel	10,000
JUNE	17.	Administration	10,000
	18.	Metal Joists & Decking	25,000
	19.	Roofing	50,000
JULY	20.	Administration	12,500
	21.	Stage & Boxes	27,800
	22.	Plaster & Drywall	70,500
	23.	Electrical & Mechanical (3)	200,000
AUG.	24.	Administration	15,000
	25.	Ceramic)	49,000
	26.	Terrazzo)	
	27.	VCT & Sheet Vinyl	10,500
	28.	Glazing & Caulking	13,200
	29.	Doors	57,300
	30.	Stone Facade	3,500
	31.	Handrails	17,000
	32.	Entrance/Storefront	43,500
	33.	Electrical/Mechanical (4)	177,500
	34.	Millwork	55,300
	35.	Toilet Compartments	8,000
	36.	Wall Fabric	58,900
SEPT.	37.	Administration	15,000
	38.	Mouldings/Ceiling	40,000
	39.	Carpeting	72,000
	40.	Handicapped Lift	20,000
	41.	Finish Hardware	36,400
	42.	Marquee	25,000
	43.	Sign	20,000
	44.	Draperies	25,000
	45.	Seating	50,000
	46.	Panels	6,000
	47.	Chandeliers	22,500

48.	Painting	39,800
49.	Fireplace	8,000
50.	Sound System	15,000
51.	Bar Equipment	35,000
52.	Interior Signage	5,000
53.	Management 50%	81,000
		$2,868,450
+	Contingency	280,000
		$3,148,450

Ontario Corporation Number
Numéro de la compagnie en Ontario
906129

Letters Patent

By virtue of the powers vested in me under the Corporations Act, I do by these Letters Patent issue a charter to the applicants named in the application attached hereto and which forms part of these Letters Patent, constituting them a corporation without share capital under the name

Lettres patentes

En vertu des pouvoirs qui me sont conférés par la Loi sur les compagnies et associations, j'accorde par les présentes lettres patentes une charte aux requérants(es) dont les noms figurent dans la demande ci-jointe, qui fait partie intégrante desdites lettres patentes, les constituant en association portant le nom de

THE TIVOLI FOUNDATION FOR THE PERFORMING ARTS

The Letters Patent are subject to the following terms and conditions:

a) The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects;

b) The corporation shall be subject to the Charities Accounting Act, and the Charitable Gifts Act;

c) The directors shall serve as such without remuneration, and they shall not directly or indirectly receive any profit from their position as such; provided that directors may be paid reasonable expenses incurred by them in the performance of their duties;

Les lettres patentes sont soumises aux modalités suivantes:

a) L'association poursuivra ses activités sans objectif de profit pour ses membres et tous les bénéfices ou la plus-value revenant à l'association seront utilisés de façon à promouvoir ses objets;

b) L'association sera assujettie à la Loi sur la comptabilité des fondations de bienfaisance, et à la Loi sur les dons de bienfaisance;

c) Les administrateurs(trices) rempliront leurs fonctions sans rémunération et ne devront pas en tirer profit, directement ou indirectement; mais ils peuvent être défrayés de dépenses raisonnables qu'ils auront encourues dans l'exercice de leurs fonctions;

d) The borrowing power of the corporation pursuant to any by-law passed and confirmed in accordance with section 59 of the Corporations Act shall be limited to borrowing money for current operating expenses, provided that the borrowing power of the corporation shall not be so limited if it borrows on the security of real or personal property;

d) La capacité d'emprunt de l'association, conformément à tout règlement adopté et approuvé en vertu de l'article 59 de la Loi sur les compagnies et associations, sera limitée à l'emprunt de sommes destinées aux dépenses courantes d'exploitation, mais cette limite ne s'appliquera pas si l'association emprunte sur la garantie de biens fonciers ou mobiliers;

e) Upon the dissolution of the corporation and after the payment of all debts and liabilities its remaining property shall be distributed or disposed of to charitable organizations which carry on their work solely in Canada;

e) A la dissolution de l'association et après liquidation de toutes ses dettes et de son passif, les biens restants seront distribués aux organismes de bienfaisance qui poursuivent leurs activites seulement en Canada;

f) If it is made to appear to the satisfaction of the Minister, upon report of the Public Trustee, that the Corporation has failed to comply with any of the provisions of the Charities Accounting Act or the Charitable Gifts Act, the Minister may authorize an inquiry for the purpose of determining whether or not there is sufficient cause for the Lieutenant Governor to make an order under section 317 (1) of the Corporations Act to cancel the Letters Patent of the Corporation and declare it to be dissolved.

f) Si le ministre estime sur rapport du Curateur(trice) public que l'association ne s'est pas conformée à une disposition quelconque de la Loi sur la comptabilité des fondations de bienfaisance ou de la Loi sur les dons de bienfaisance, le ministre peut autoriser une enquête dans le but de déterminer s'il y a lieu ou non que le Lieutenant gouverneur ordonne en vertu de l'article 317 (1) de la Loi sur les compagnies et associations la révocation des lettres patentes de l'association et déclare sa dissolution.

Dated/Daté: August 9 aout 1990.

Gregory Sorbara

Minister
Ministre

per/par: for D.S. Nagel

Urban Municipal Collection
2nd Floor
Hamilton Public Library

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

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THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

TEL: 546-2700
FAX: 546-2095

1991 February 8th

URBAN MUNI...
GOVERNMENT DOCUMENTS

NOTICE OF MEETING

Arts Advisory Sub-Committee
Thursday, 1991 February 14th
12:00 o'clock noon - 2:00 o'clock p.m.
Room 219, City Hall

Susan K. Reeder.
Susan K. Reeder, Secretary

AGENDA

1. Minutes of the regular meeting held on Thursday, 1991 January 10th.
2. West Avenue School (no copy).
3. Ethno-Cultural Division (for information).
4. Hamilton Arts Award - Guidelines (for information).
5. Funding request - Tivoli Foundation for the Performing Arts (for information).
6. Policy Statement on Hamilton Place (no copy).
7. Date to be determined for Review of Arts Grants.
8. The Hamilton Foundation - Grantmaking activities (for information).
9. Chairman's Report (no copy).
10. Co-Ordinator's Report (no copy).
11. Other Business.
12. Adjournment.

Thursday, 1991 January 10
12:00 o'clock noon
Room 219, City Hall

The Arts Advisory Sub-Committee met.

There were present: Mr. C. Renaud, Chairman
Mr. P. Mandia, Vice-Chairman
Alderman D. Wilson
Mr. G. Mallory
Ms. J. Malseed
Ms. C. Nemeth
Mr. Wm. Powell
Ms. L. Robinson
Mr. J. Gaul

Absent with regrets: Alderman M. Kiss (Sick)
Ms. L. Morris
Mr. B. Mason

Also present: Alderman T. Murray
Mr. B. Sugden, Director, Culture and Recreation Department
Ms. M. Havelka, Manager, Cultural Services, Culture and Recreation Department
Ms. C. York, Arts Co-Ordinator, Culture and Recreation Department
Ms. K. Daniels, Ministry of Culture and Communications
Mrs. L. Dale, Secretary

A. REGULAR AGENDA

WELCOMING REMARKS

The Chairman wished the Committee Happy New Year and introduced representatives from the Federal Department of Communication, the Hamilton Office.

1. MINUTES

The Committee was in receipt of the minutes of the Arts Advisory Sub-Committee meeting held 1990 December 6, and approved the minutes as circulated.

2. HAMILTON ARTS AWARD

The Committee was in receipt of a report dated 1991 January 3, from the Director of Culture and Recreation including draft documents, guidelines and nomination form for the Hamilton Arts Award. The Committee reviewed the guidelines and nomination form and approved the guidelines and requested that the nomination form be amended as follows:

(a) Section 4 to read Artistic Pursuit

(b) To include reference to community involvement which is referred to in Section 1.2 (ii) of the guidelines

The Committee requested that the nomination form be amended and resubmitted for their consideration.

3. TIVOLI THEATRE

The Committee was in receipt of a Background Report regarding the Tivoli Theatre and the request made to the Grants Review Group for funding.

The Committee discussed the 1:00 p.m. Special Agenda to discuss Performing Arts. It was agreed that Mr. Brian Robertson would address the meeting first. Subsequently, the members of the Sub-Committee, then the Public would have an opportunity to participate in the discussion.

4. CHAIRMAN'S REPORT

The Chairman advised the Committee that the Parks and Recreation Committee at its meeting held 1990 December 18, approved the Arts Advisory Sub-Committee's recommendation that Mike Wood be the recipient of the 1990 Hamilton Arts Award and that this recommendation will be submitted to City Council on 1991 January 29 for final approval, after which time a Press Release will be sent out. Further, the Chairman advised that applicants for the Arts Advisory Sub-Committee vacancy will be submitted to the Parks and Recreation Committee at its meeting to be held on 1991 January 22, and as with other Sub-Committees, the Parks and Recreation Committee will likely interview the applicants.

The Chairman advised that with respect to West Avenue School, he and Bob Mason had toured the School, and that a report would probably be coming forward in the near future from Mr. Mason with respect to use of West Avenue School.

CO-ORDINATOR'S REPORT

5. The Co-Ordinator reminded the Committee that the next meeting of the Art in Public Places Steering Committee is 1991 January 18. A copy of Arts Infogramme - Arts in the Cities was distributed to the Sub-Committee for their information. Further, the Co-Ordinator advised that a proposal will be going to the Finance and Administration Committee in the near future recommending that Hamilton host Art in the Cities 1991. The Co-Ordinator distributed an Executive Summary of the Hamilton Place Task Force which had been received by H.E.C.F.I. and advised that it will probably not be discussed until the February meeting of H.E.C.F.I. The Co-Ordinator provided an up-date on the Arts Awareness Month.

OTHER BUSINESS

6. Mr. Powell drew to the Committee's attention the many multicultural activities that are occurring in the City and that further direction should be established with respect to these cultural activities.

The Committee discussed establishing an Ethnocultural Division and the need to understand the existing process first.

The Committee agreed to table the following motion:

> That the Parks and Recreation Committee be requested to investigate the feasibility of establishing an Ethnocultural Division within the Department of Culture and Recreation.

In tabling the recommendation, the Sub-Committee requested that information on the existing process be prepared as well as the feasibility of establishing this Division.

B. PERFORMING ARTS IN HAMILTON

Others in attendance:
Mayor R. Morrow
Alderman Wm. McCulloch
Alderman G. Copps
Mr. G. Macaluso, C.E.O., H.E.C.F.I.
Mr. D. Carson, Mayor's Office
Mrs. N. Chapple, Planning Department
Mr. K. Beattie, Treasury Department

and, numerous representatives from
Arts Organizations throughout the City.

The Committee was in receipt of a list of individuals who were invited to attend the meeting at 1:00 p.m. to participate in a discussion respecting Performing Arts in Hamilton and the letter sent to the individuals and background information. In addition, a copy of questions and concerns was distributed by the Chairman to the Committee members, on behalf of Linda Morris who was unable to attend the meeting.

The Chairman welcomed everyone to the meeting and introduced the members of the Arts Advisory Sub-Committee, the City Aldermen and staff in attendance.

The Chairman outlined the direction the meeting would take. The Committee would receive a presentation from Mr. Brian Robertson who was in attendance on behalf of the Sniderman family, then the Sub-Committee, and the members of the public would have an opportunity to ask Mr. Robertson questions. In summary, the purpose of the meeting was to receive information from Mr. Robertson and the public with respect to the Performing Arts.

The Chairman introduced Mr. Brian Robertson, Market Place Communications Inc. Mr. Robertson provided a history of the Tivoli Theatre outlining the unique historical opportunity the Tivoli Theatre represents. Mr. Sniderman advised, Mr. David Neskur, who restored the Panteages Theatre, had been retained to work on the Tivoli Theatre and prepare a feasibility plan. Mr. Sniderman indicated that they have reviewed the programming in the Hamilton area and have met with many of the organizations and do not believe that there is a conflict in building the Tivoli Theatre. Mr. Sniderman emphasized the need for the Tivoli Theatre and that he believes the Theatre will compliment Performing Arts in Hamilton.

Mr. Robinson went on to highlight the funding for the renovations and the request to the Federal and Provincial Governments as well as to the City.

The Committee discussed the organization of the Foundation and when it would be set up. Concern was expressed by the Committee that the City did not make grants to individuals and that it should be the Foundation making the application to the City. The Committee discussed why the Federal and Provincial Governments are uncommitted at this time and Mr. Robinson advised that the Feasibility Study has only recently been completed.

The Committee discussed the Feasibility Study and whether the Study is available to the Committee. The Committee expressed concern over the market conditions and whether a survey had been done.

Considerable discussion ensued by the Committee regarding the opportunity for local events within the context of the Theatre programming.

Concern was expressed over the lack of guarantees to the City for the funding and the Artistic Community. Further concern was expressed that the Term of the Agreement is only for 20 years and that it should be a longer Term Agreement.

The Chairman opened the floor to the members of the Public and invited comment.

Mr. Paul Jaggard, Opera Hamilton, addressed the Committee expressing concern regarding the funding and the 20 year term that was being suggested.

Vitek Wincza, Hamilton Ballet, expressed concern over filling existing facilities in the City prior to expanding.

Pat Young, McMaster University Theatre, expressed concern over the demand and how much local input would be available within the Theatre.

Mr. C. Izzo, Hamilton Philharmonic Orchestra, expressed concern over the "terms" of the project and the fact that it should be a "foundation" making the request for the application.

After further discussion, the Committee agreed that the Theatre should be preserved. However, the Committee indicated a need for further background information.

The Committee asked Mr. Sniderman for copies of the Feasibility Study and further information regarding the list of questions which had previously been distributed.

The Committee requested Mr. K. Beattie, Grants Co-Ordinator, to provide additional information respecting the financial issues and clarification regarding the Sub-Committee's role with the grant request.

The Committee requested information from Mr. Gabe Macaluso on the Performing Arts in Hamilton, with respect to Hamilton Place and the Tivoli Theatre.

The Committee agreed to review the matter in further detail and call a subsequent meeting.

There being no further business, the meeting was adjourned.

Taken as read and approved,

MR. CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

Lynn Dale
Secretary
1991 January 10

3.

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 February 1

REPORT TO: Secretary
Arts Advisory Sub-Committee

FEB 6 1991

FROM: Mr. Bob Sugden
Director of Culture and Recreation

SUBJECT: **Enthno-Cultural Division**
Request For Background And Steps Based On The Resolution:
"That The Parks And Recreation Committee Be Requested To Investigate The Feasibility Of Establishing An Ethno-Cultural Division Within The Culture And Recreation Department."

BACKGROUND:

The organizational renewal plan for the Department of Culture and Recreation was approved last year and resulted in the current divisions - Recreation, Culture and Planning.

The immediate steps taken over the past six months have been to establish the management structure of these divisions.

The re-organizational plan indicated that the components of the Cultural Division not be limited to Museums but expand to provide direction for Arts and Multi-Culturalism.

Currently Marilynn Havelka manages the Cultural Division with reporting relationships from the five Museum Curators and the Arts Co-ordinator. It is anticipated that in the future the positions of Heritage Co-ordinator and Multi-Cultural Co-ordinator will be established.

At this time, we foresee that the responsibilities of a Multi-Cultural Co-ordinator would respond to a proposed Ethno-Cultural Division, providing co-ordination and liaison with the Canadian-Ethnic communities which will address multi-cultural issues.

The proposed new positions have been deferred due to the current economic climate but will be revisited as a more favourable environment develops.

.../2

Secretary, Arts Advisory Committee

1991, January 28

Robert Sugden

c.c. M. Havelka
C. York
G. Hesson
J. Johnston
L. Sage
K. Daniels

4.

Mrs. Susan Reeder, Secretary
Arts Advisory Sub-committee

January 29, 1991

Dear Susan:

JAN 30 1991

RE: Hamilton Arts Award - Guidelines

Attached please find the amended nomination form as per the committee's request of January 10, 1991.

Cheryl York, Arts Co-ordinator
Department of Culture and Recreation

attach

CITY OF HAMILTON

HAMILTON ARTS AWARD NOMINATION

Information on NOMINEE:

1. Name:

2. Address:

   Postal Code:

3. Phone:

4. Artistic Pursuit:

   Please attach: (l) a current resumé
   (2) description of community involvement as a volunteer
   (3) press clippings
   (4) three letters of endorsement

5. Nominated by:

   Address:

   Phone:

I have received the nominee's permission for this nomination.

Signature_____

****

Please submit complete nomination package to:

Arts Advisory Sub-committee
City Clerk's Department

5.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO:	Mr. K. Beattie Grants Co-ordinator Treasury Department	YOUR FILE:
FROM:	C. J. Coutts, Acting Secretary Parks and Recreation Committee	OUR FILE: PHONE: 546-3994
SUBJECT:	**FUNDING REQUEST - TIVOLI FOUNDATION FOR THE PERFORMING ARTS**	DATE: 1991 February 06

Please be advised that the Parks and Recreation Committee at its meeting held 1991 February 05 recommended the following:

(a) That the following recommendation of the Arts Advisory Sub-Committee be received and referred to the Grants Review Committee for their consideration:

> That the Grants Review Committee be advised that the Arts Advisory Sub-Committee endorses the request by the Tivoli Foundation for the Performing Arts for financial assistance from the City of Hamilton; and

(b) That this referral not be considered an endorsement of this request by the Parks and Recreation Committee.

Kindly ensure that appropriate action is taken with respect to this matter.

C Coutts

cc: Mr. L. Sage, Chief Administrative Officer
Mr. E. C. Matthews, City Treasurer
Mr. R. Sugden, Director of Culture and Recreation
Mrs. S. K. Reeder, Secretary, Arts Advisory Sub-Committee
Ms. C. York, Arts Co-ordinator
Mrs. N. Chapple, LACAC, Planning Department

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 January 31

REPORT TO: Ms. C. J. Coutts
Acting Secretary
Parks and Recreation Committee

FROM: Mrs. Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

SUBJECT: **Funding Request - Tivoli Foundation for the Performing Arts.**

RECOMMENDATION:

That the Grants Review Committee be advised that the Arts Advisory Sub-Committee endorses the request by the Tivoli Foundation for the Performing Arts for financial assistance from the City of Hamilton.

NOTE: The Sub-Committee agrees that restoration of this historic Hamilton building is important to the community. In addition, the Foundation's proposed programming of the facility would provide welcome arts events which would enrich the cultural life of the City for residents and visitors alike.

Susan K. Reeder.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Amount to be considered by the Grants Review Committee.

BACKGROUND:

At the Grants Review Group meeting of 1990 December 4, Mr. Lou Sage, the Chief Administrative Officer, requested that the Arts Advisory Sub-Committee hold a meeting to examine the viability of a new performing arts facility in Hamilton - the Tivoli Theatre. A proposal had been received by the City for funding assistance to enable the restoration of the theatre. The Tivoli Foundation for the Performing Arts initiated this proposal.

Accordingly, the Arts Advisory Sub-Committee hosted a meeting on Thursday, 1991 January 10. Representatives from the performing arts community attended, as well as consultants from the Federal and Provincial Governments, Mr. Brian Robertson, City officials and representatives of L.A.C.A.C.

A number of questions were raised, most notably dealing with the proposed leasing terms and methods of programming.

It was decided that the members of the Sub-Committee would need more extensive background information before continuing the discussion. A follow-up meeting was scheduled for Thursday, 1991 January 31, to be preceded by a tour of the Tivoli.

On Thursday, 1991 January 17, L.A.C.A.C. hosted another meeting at City Hall. The purpose of the meeting was to invite members of the community to apply for positions on the Foundation's Board of Directors. Mr. Sam Sniderman presented a brief history of the acquisition of the property and Acting Chairman Reg Wheeler fielded questions from the floor. Again the issue of the terms of a lease agreement were raised. Mr. Sniderman announced that he would lease the property to the Foundation in perpetuity for the amount of one dollar per year, with the condition that the Foundation's Board always have, among its members, one municipally elected official.

It was also agreed, from the City's perspective, that this project had primarily an historic restoration focus. As such, any funds with which the City might support the project would not be deducted from present levels of City support to the local arts community.

It is also understood that the Tivoli Theatre will always remain as a facility for the Performing Arts.

c.c. - Mr. Chuck Renaud, Chairman
Arts Advisory Sub-Committee
- Ms. Cheryl York, Arts Co-Ordinator
Culture and Recreation Department
- Mrs. Nina Chapple, L.A.C.A.C.
Planning Department
- Mr. Kevin Beattie, Treasury Department

7.

GENERAL GRANTS, City of Hamilton

1990 Appropriations - ARTS

Organization	Amount	% Increase
Cari-Can Festival	17,390	148.4
Conqueror II Drum & Bugle	10,560	5.6
Drum Corps Intnl.(Canada)	5,000	
Ham. All Star Jazz Band	5,000	
Hamilton Artists Inc.	9,500	375.0
Hamilton Children's Choir	700	
Ham. Community Concert Assn.	3,320	
Ham. Concert Band	3,500	
Ham. Kiwanis Music Festival	2,500	9.2
Ham. Went. Creative Arts	80,000	
Harlequin Singers	2,000	
Music Here & Now (1st Grant)	1,000	
Nat. Youth Orchestra of Canada	500	66.7
Nat. Indian/Inuit Photg. Assn. ...(1st Grant)	7,000	
Players' Guild	5,000	
Sir Ernest MacMillan Ens.	7,100	1.4
Symphony Hamilton	7,700	7.4
Theatre Aquarius	40,000	16.8
Theatre Terra Nova	4,000	9.3
Toy Town Troupers	6,000	82.9
TOTAL AMOUNT	217,770	

SCHEDULE "A"

ARTS GRANTS: APPLICATION REVIEW PROCESS

1. PROLOGUE

1.1 The Arts Advisory Sub-Committee requests that the City of Hamilton continue to approve the Sub-Committee's role in the review of arts grants applications.

1.2 This report will outline the review process from the Sub-Committee's perspective. It is the wish of the Sub-Committee that it fulfil an advisory role to the Parks and Recreation Committee and to Council by providing information and comments, and an advocacy role to the arts community by supporting the excellence, diversity and vitality of the arts in the City of Hamilton.

1.3 The Sub-Committee supports the use of City funds for grants to arts organizations. This is consistent with the arts policy's stated principles, i.e.

* Partnerships
* Excellence
* Awareness and Appreciation
* Fiscal Responsibility
* Access.

(See attached.)

1.4 The original policy objectives 12, 13, 14, 15, 18 (Funding section) are herein revised for presentation as an addendum in the 1990 updated version of "POLICY FOR THE ARTS". (Objectives 12, 13, 14, 15 and 18 are attached for your reference.)

2. CRITERIA OF GRANTS POLICY AND APPLICATION FORM

All Arts Grants applications must meet the criteria as defined in the Grants Application Form.

Applications missing any of the criteria will not be considered for a Grant.

Organizations requesting grants of $5 000 or more must include an audited financial statement of the previous year's activities.

The Grants Co-ordinator, Treasury Department, screens all applications upon receipt to ensure that criteria are met, e.g.

* applications received on or before the published deadline
* information accurate and complete

3. REVIEW PERIOD

Submitted applications from arts organizations are available at City Hall to members of the Arts Advisory Sub-Committee over a period of three weeks. It is expected that Sub-Committee members will avail themselves of this opportunity to study the documents.

4. REVIEW PROCESS

4.1 The information supplied by applicants will be treated in strictest confidence.

4.2 The municipal guidelines concerning conflict of interest will be respected. Members of the Sub-Committee with a direct interest in any application for funds will declare this information and abstain from commenting on the application.

4.3 Comments from the Sub-Committee will be forwarded to the Grants Co-ordinator and the Grants Review Group in the form of a report. The comments will be based on the following considerations:

(a) Need and purpose of City funding: benefits to the organization and to the City of Hamilton if funding is approved; impact on organization if funding is not approved.

(b) Managerial and fiscal competence as demonstrated by Board of Directors, professional staff capabilities, strength of volunteer programmes and review of financial documentation.

(c) Quality of programmes and/or activities.

(d) Ability to attract support as demonstrated by funding from other public and private sources.

5. ROLE OF THE ARTS CO-ORDINATOR

5.1 The Arts Co-ordinator will act as a liaison between the Grants Co-ordinator and the Sub-Committee; between the Grants Review Group and the Sub-Committee.

5.2 The Arts Co-ordinator will assist the Sub-Committee during the review with provision of information relevant to the grants process.

ATTACHMENT TO "ARTS GR
APPLICATION REVIEW PROC
REFER TO SECTION 1.3

3.0 POLICY

3.1 Principles

The development of an arts policy for Hamilton was shaped by the following five major considerations:

Partnerships

The City of Hamilton recognizes that it is one agency among many, that it shares responsibility for local arts development, and acknowledges that co-operation with its partners would be in the best interests of all concerned.

Excellence

The City of Hamilton encourages the pursuit of excellence in the creative efforts of individuals and organizations at all levels of artistic activity.

Awareness and Appreciation

The City of Hamilton has a responsibility for enhancing and facilitating the general public's awareness of, and appreciation for, the local arts environment.

Fiscal Responsibility

The City of Hamilton supports all efforts to address the issue of responsible financial management and planning on the part of the arts community in the conduct of its business.

FUNDING
(a) To encourage the equitable distribution of available grant monies; (b) To encourage the development of responsible accounting among arts grant applicants and recipients.

Objective #13

FUNDING
To encourage a partnership between the arts community and the City of Hamilton in the evaluation of arts grants.

Objective #14

FUNDING
To encourage and facilitate annual financial planning in arts organizations.

Objective #15

FUNDING
To ensure that arts grants increases reflect the annual rate of inflation.

Objective #18

FUNDING
To encourage a measure of self-reliance and entrepreneurship in the operation of all arts organizations.

THE HAMILTON FOUNDATION
Suite 205, Standard Life Centre
120 King Street West
Hamilton, Ontario L8P 4V2
Telephone: (416) 523-5600
Fax: (416) 523-0741

A permanent investment in the community

Cheryl

8.

January 17, 1991

TO: Arts Organizations in the Hamilton Area

The Hamilton Foundation is currently reviewing its grantmaking activities to ensure that they truly reflect identified community needs and are integrated with other community funding programs.

To this end, we have commissioned the Social Planning & Research Council to undertake a community-wide needs assessment study in all areas supported by the Foundation. Within the health and social development sectors, much work has already been done locally to co-ordinate services and to identify gaps and funding priorities. To complement this data, the S.P.R.C. is now gathering information about the arts and environmental sectors. When complete, this needs profile will be used by the Foundation to determine focus areas for grantmaking in the 1990's.

Would you please give some thought to the enclosed material and actively participate in this study? There will be an opportunity for discussion and review of the arts data gathered to date on Wednesday, February 27, 1991 from 5:00-8:00 p.m. at the Y.M.C.A., 79 James Street South, Hamilton. Refreshments will be served. Your ideas and comments are important to us and we urge you or your representative to attend. Please R.S.V.P. to Mary Swan at the S.P.R.C. (522-1148) as soon as possible.

Thank you.

Yours sincerely,

Judith McCulloch

Judith McCulloch
Executive Director

JM:al
Encl.

PRIORITIES WITHIN THE ARTS AND CULTURAL COMMUNITY

The initial survey of arts and culture organizations by the Social Planning and Research Council of Hamilton and District identified a number of general problems facing that sector in Hamilton-Wentworth. In analyzing the results, those problems were classisfied as "service-related" and "administrative".

These problems are ranked below, based upon the "severity" that was recorded by the survey respondents.

Service-Related Responses

1. Lack of awareness among key decision-makers about the importance of arts and cultures.
2. Lack of awareness among the general public about the importance of arts and culture.
3. Shortage of facilities for performances/exhibitors/rehearsals.
4. Inadequate resources for marketing/advertising.
5. Increased competition by government/agencies/departments.
6. Insufficient financial support for individual artists/performers.

Administrative Problems

1. Insufficient number of staff.
2. Inadequate office space.
3. Financial debts.
4. Inadequate office equipment.
5. Insufficient number of volunteers.
6. Inadequate co-operation/co-ordination among arts and culture organizations.

cont'd.../2

The next step of the process involves a workshop for representatives from arts and culture groups for the purpose of -

1. identifying potential solutions to these problems, and
2. identifying the role that the Hamilton Foundation can play in assisting arts and culture groups in the resolution of these issues.

The workshop will be facilitated by staff persons from the Social Planning and Research Council.

DATE: WEDNESDAY, FEBRUARY 27, 1991

TIME: 5:00 p.m. - 8:00 p.m.

PLACE: Y.M.C.A.
79 James Street South,
Hamilton, Ontario

REFRESHMENTS WILL BE SERVED

RSVP: MARY SWAN - 522-1148

Urban Municipal Collection
2nd Floor
Hamilton Public Library
L8N 3T4

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

TEL: 546-2700
FAX: 546-2095

URBAN/MUNICIPAL
CA4 ON HBL A05
C5 1PIA 1991

1991 February 22nd

NOTICE OF SPECIAL MEETING

URBAN MUNIC

Arts Advisory Sub-Committee
Thursday, 1991 February 28th
12:00 o'clock noon - 2:00 o'clock p.m.
Room 219, City Hall

GOVERNMENT DOCUMENTS

Susan K. Reeder.
Susan K. Reeder, Secretary

AGENDA

1. Minutes of the Special Meeting, respecting the Tivoli Foundation for the Performing Arts held on Thursday, 1991 January 31st.

2. Review of Arts Grants.

   Reminder: The package of Art Grants applications are in the Arts Co-Ordinator's office for perusal prior to the meeting, and will be brought to the meeting for review. Due to the volume of documentation contained in these applications, individual copies of this material will not be reproduced.

3. Other Business.

4. Adjournment.

Thursday, 1991 January 31
12:00 o'clock noon
Room 233, City Hall

A special meeting of the Arts Advisory Sub-Committee met.

There were present: Mr. C. Renaud, Chairman
Mr. B. Mason
Mr. J. Gaul
Mr. Wm. Powell
Mr. G. Mallory
Ms. L. Morris
Ms. J. Malseed
Ms. L. Robinson

Also present: Ms. K. Daniels, Ministry of Culture and Communications
Ms. J. Rapsavage
Mr. R. Wheeler, Department of Communications
Mr. L. Farr, Law Department
Mrs. N. Chapple, Planning Department (L.A.C.A.C.)
Ms. B. O'Connell Boecker, Department of Communications
Mr. Sniderman Senior, owner of the Tivoli Theatre
Mr. Sniderman Junior
Mr. B. Robertson, Marketplace Communications Inc.
Ms. C. York, Arts Co-Ordinator, Culture and Recreation Department
Mrs. Susan K. Reeder, Secretary

1. TOUR - TIVOLI THEATRE

Prior to the business meeting, a tour of the Tivoli Theatre was held at 10:30 o'clock a.m.

REGULAR AGENDA

WELCOMING REMARKS

The Chairman welcomed everyone to the meeting and introduced members to Mr. Sniderman and his son.

2. ENDORSEMENT OF REQUEST BY THE TIVOLI FOUNDATION FOR THE PERFORMING ARTS FOR FINANCIAL ASSISTANCE FROM THE CITY OF HAMILTON

The Chairman spoke to the Committee on the purpose of the meeting which was to give consideration to endorsing the request by the Tivoli Foundation for the Performing Arts for financial assistance from the City of Hamilton. The Chairman read a draft motion with its accompanying background material for the Sub-Committee's consideration.

It was stressed that the grant money to be allocated by the City for the Tivoli Foundation should not be reflective against the total overall grant money being allocated by the City to the Arts.

It was agreed that the background material for the recommendation should be amended to clarify that the Foundation's Board always have among its members "one municipally elected official".

Discussion then ensued on the composition of the Foundation's Board and Mr. Sniderman spoke to the Sub-Committee on this matter. It was indicated that anyone who wishes to be on the Foundation's Board should make their wish known to Nina Chapple in the next few weeks and it was stressed that Mr. Sniderman would like to have the Board in place as quickly as possible.

Ms. O'Connell Boecker stressed that the Ministry would require that the Foundation have its Board in place and a mandate established before processing a funding application.

Following further discussion on the Tivoli Foundation, the Sub-Committee approved the following recommendation unanimously:

That the Grants/Review Committee be advised that the Arts Advisory Sub-Committee endorses the request by the Tivoli Foundation for the Performing Arts for financial assistance from the City of Hamilton.

Note: The Sub-Committee agrees that restoration of this historic Hamilton building is important to the community. In addition, the Foundation's proposed programming of the facility would provide welcomed arts events which would enrich the cultural life of the City for residents and visitors alike.

3. NEXT MEETING OF THE ARTS ADVISORY SUB-COMMITTEE

The Committee agreed to postpone their regularly scheduled February meeting from Thursday, 1991 February 7, to a week hence on Thursday, 1991 February 14, at 12:00 o'clock noon in Room 219, City Hall.

4. CITY COUNCIL RESOLUTIONS

The Arts Co-Ordinator advised the Sub-Committee of the following resolutions recently approved by Hamilton City Council:

(a) That the Art Gallery be encouraged to accept a recently offered donation of sculptured items to be placed on Commonwealth Square and/or a revitalized Summer's Lane;

(b) That the Art Gallery be encouraged in its pursuit in creating a new entrance to their facility;

(c) That encouragement be given to utilize Commonwealth Square for such uses as outdoor music concerts and displays of local art; and,

(d) That the Chief Administrative Officer be directed to co-ordinate staff on a redevelopment of Summer's Lane in conjunction with the above-noted projects.

That the Chief Administrative Officer co-ordinate staff to meet with CN Officials to discuss alternate uses for the CN Station building on James Street North.

5. ARTS AWARENESS MONTH

The Arts Co-Ordinator indicated to the Sub-Committee that a meeting and tour was recently held of the CN Station with herself and some members of the Sub-Committee to view it for the purpose of a Cultural Art Exhibit as part of Arts Awareness Month. It was determined that a fire inspection of the building was required before the art exhibit could take place. The Arts Co-Ordinator advised the Sub-Committee that the next meeting of the Arts Awareness Month Group would take place on Friday, 1991 February 15 at 3:30 o'clock p.m.

The Arts Co-Ordinator advised that the Framing Warehouse has contributed a $100. certificate to the creator of the winning logo for Arts Awareness Month.

6. 1992 GAMES

The Chairman spoke to the Sub-Committee with respect to the Games held in Uzhgorod and asked the Committee to approve him writing to local M.P.'s to encourage the Games coming to Hamilton. The Committee then approved the following:

Exhibit 2.8

HAMILTON PLACE THEATRE

Year	Total revenue $	Total expenditures (3) $	Municipal funding requirement including surplus (deficit) for the year $	Implicit price index measure of gross domestic product-services component	Conversion ratio	Municipal funding in 1989 dollars $
1973 (short year)	90,110 (1)	554,441 (1)	464,331	36.6	3.109	1,443,740
1974	230,355 (1)	1,223,165 (1)	992,810	40.2	2.831	2,810,492
1975	491,234 (1)	1,292,500 (1)	801,266	44.9	2.535	2,030,826
1976	556,945 (1)	1,405,237 (1)	848,292	49.3	2.308	1,958,126
1977	490,844 (1)	1,299,270 (1)	808,426	53.3	2.135	1,726,058
1978	324,405 (1)	1,254,840 (1)	930,435	57.4	1.983	1,844,660
1979	687,816 (1)	1,327,534 (1)	639,718	61.6	1.847	1,181,817
1980	1,147,987 (1)	1,634,764 (1)	486,777	67.0	1.699	826,794
1981	1,023,729 (1)	1,755,997 (1)	732,268	74.2	1.534	1,123,074
1982	869,528 (1)	1,765,633 (1)	896,105	82.2	1.384	1,240,593
1983	588,391 (1)	1,429,547 (1)	841,156	88.4	1.287	1,082,846
1984	726,522 (1)	1,396,550 (1)	670,028	91.8	1.240	830,601
1985	928,124 (1)	1,463,983 (1)	535,859	95.7	1.189	637,207
1986	1,791,432	2,678,178	886,746	100.0	1.138	1,009,117
1987	1,911,960	2,852,956	940,996	103.9	1.095	1,030,658
1988	1,625,500	2,565,012	939,512	108.5	1.049	985,405
1989	1,689,367	3,126,279	1,436,912 (2)	113.8	1.000	1,436,912
1990 (budget)	1,854,876	3,269,635	1,414,759		0.955 (est.)	1,351,095

... see following page

(1) In the years 1973 - 1985, the following were recorded net of expenses:

- Bar operations
- Event charges (i.e. advertising, IATSE and miscellaneous direct show costs) recovered from client

This past accounting practice serves to significantly reduce both revenues and expenditures in the years in question.

(2) The funding requirement increased by $497,400 from 1988 to 1989 due primarily to an increase in net show losses incurred in respect of events promoted or co-promoted by Hamilton Place. Net show losses totalled $5,405 in 1988, while in 1989 they totalled $444,571.

(3) Interest and other debenture costs, as well as energy costs, are absorbed by the City of Hamilton and are not reflected in these numbers.

REGIONAL FUNDING HISTORY

	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990
Bach Elgar Choir - Operating	—	—	—	—	—	$11,180	$12,186 9.0%	$12,917 6.0%	$15,562 20.5%	$14,430 -7.3%	$14,450 0.1%	$18,000 24.6%	$20,500 13.9%	$20,500 0.0%	$37,600 83.4%
- Deficit Reduc. Grant															$11,800
Dundas Valley School of Art	—	—	—	—	—	$5,890	$6,420 9.0%	$6,805 6.0%	$7,145 5.0%	$7,500 5.0%	$10,000 33.3%	$15,000 50.0%	$16,000 6.7%	$16,000 0.0%	$16,880 5.5%
Hamilton & Regional Arts Council	—	—	—	—	—	$10,000	$10,900 9.0%	$17,500 60.6%	$18,375 5.0%	$18,740 2.0%	$19,100 1.9%	$20,437 7.0%	$23,440 14.7%	$23,440 0.0%	$29,940 27.7%
Festival Music	—	—	—	—	—	—	—	—	—	—	—	—	$21,500	$21,500 0.0%	$21,500 0.0%
Te Deum	—	—	—	—	—	—	—	—	$3,500	$3,500 0.0%	$3,500 0.0%	$3,500 0.0%	$5,000 42.9%	$5,000 0.0%	$5,000 0.0%
Opera Hamilton (2)								$85,000	$85,000 0.0%	$80,000 -5.9%	$92,500 15.6%	$152,000 64.3%	$157,000 3.3%	$164,100 4.5%	$173,200 5.5%
Art Gallery - (includes Debt Charges)	$70,000	$243,900 248.4%	$480,000 96.8%	$504,000 5.0%	$544,300 8.0%	$593,310 9.0%	$796,767 34.3%	$796,700 0.0%	$819,200 2.8%	$829,965 1.3%	$872,486 5.1%	$896,562 2.8%	$923,130 3.0%	$947,130 2.6%	$971,502 2.6%
Ham. Phil. Orchestra - Operating	$65,000	$104,000 60.0%	$107,000 2.9%	$112,000 4.7%	$126,200 12.7%	$136,300 8.0%	$148,567 9.0%	$157,500 6.0%	$165,375 5.0%	$165,375 0.0%	$172,000 4.0%	$178,020 3.5%	$232,020 30.3%	$237,020 2.2%	$250,000 5.5%
- Deficit Reduc. Grant	$175,000											$50,000	$30,000	$30,000	
Creative Arts - Festival of Friends								$15,000	$13,000	—	—	—	—	—	—
Royal Hamilton College of Music		—	—	$35,000	$36,700 4.9%	$37,500 2.2%	—	—							
	$310,000	$347,903	$587,001	$651,000	$707,200	$794,180	$974,841	$1,091,423	$1,127,157	$1,119,510	$1,184,037	$1,333,521	$1,428,591	$1,464,690	$1,517,423

(1) $1,050 surplus was returned to the Region after the Festival due to specific conditions of the grant.

(2) Grant payments prior to 1990 were made by the City of Hamilton. The transferring of the grant from the City to the Region took place for the 1990 Regional grant process. City of Hamilton funding information, prior to 1983, was not available at the time this report was prepared.

Exhibit 2.9(A)

Exhibit 2.9(B)

CITY OF HAMILTON

GRANTS TO PERFORMING ARTS ORGANIZATIONS

1974 - 1990

	Total $	Opera Hamilton * $	Net $
1974	16,087	—	16,087
1975	19,270	—	19,270
1976	23,060	—	23,060
1977	22,000	—	22,000
1978	49,100	—	49,100
1979	44,200	—	44,200
1980	125,500	—	125,500
1981	206,760	—	206,760
1982	207,798	—	207,798
1983	133,200	85,000	48,200
1984	115,800	85,000	30,800
1985	174,440	80,000	94,440
1986	165,910	92,500	73,410
1987	242,990	152,000	90,990
1988	246,000	157,000	89,000
1989	272,668	164,100	108,568
1990	127,640	—	127,640

* For analysis purposes Opera Hamilton from 1983 to 1990 included in Regional Funding history [Exhibit 2.9(A)].

Note: Excludes grants to Hamilton and Regional Arts Council, Festitalia, Festival of Friends, Hamilton Folk Arts Heritage Council, and Cari-Can Festival.

MUNICIPAL FUNDING FOR THE PERFORMING ARTS

1976 to 1990

Year	Region			City	Total	Conversion factor	Municipal funding in 1989 dollars
	Total	Art Gallery and Dundas Valley School of Art	Net				
	$	$	$	$	$		$
1976	310,000	70,000	240,000	23,060	263,060	2.308	607,142
1977	347,903	243,900	104,003	22,000	126,003	2.135	269,016
1978	587,001	480,000	107,001	49,100	156,101	1.983	309,548
1979	651,000	504,000	147,000	44,200	191,200	1.847	353,146
1980	707,200	544,300	162,900	125,500	288,400	1.699	489,992
1981	794,180	599,200	194,980	206,760	401,740	1.534	616,269
1982	974,841	803,187	171,654	207,798	379,452	1.384	525,162
1983	1,091,423	803,505	287,918	48,200	336,118	1.287	432,584
1984	1,127,157	826,345	300,812	30,800	331,612	1.240	411,199
1985	1,119,510	837,465	282,045	94,440	376,485	1.189	447,641
1986	1,184,037	882,486	301,551	73,410	374,961	1.138	426,706
1987	1,333,521	911,562	421,959	90,990	512,949	1.095	561,679
1988	1,428,591	939,130	489,461	89,000	578,461	1.049	606,806
1989	1,464,690	963,130	501,560	108,568	610,128	1.000	610,128
1990	1,517,423	988,382	529,041	127,640	656,681	0.955 (est.)	627,130

Urban Municipal Collection
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Hamilton Public Library
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1991 March 1st

URBAN MUNI...
GOVERNMENT DOCUMENTS

NOTICE OF SPECIAL MEETING

Arts Advisory Sub-Committee
Thursday, 1991 March 7th
9:00 o'clock a.m.
Hamilton Musician's Guild
Board Room
20 Jackson Street West
Suite 408

Susan K. Reeder

Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

AGENDA

1. Consideration of Art Grant applications.

   Note: Copies of the applications will be handed out at the meeting.

GENERAL GRANTS, City of Hamilton

1990 Appropriations - ARTS

Organization	Amount	% Increase
Cari-Can Festival	17,390	148.4
Conqueror II Drum & Bugle	10,560	5.6
Drum Corps Intnl.(Canada)	5,000	
Ham. All Star Jazz Band	5,000	
Hamilton Artists Inc.	9,500	375.0
Hamilton Children's Choir	700	
Ham. Community Concert Assn.	3,320	
Ham. Concert Band	3,500	
Ham. Kiwanis Music Festival	2,500	9.2
Ham. Went. Creative Arts	80,000	
Harlequin Singers	2,000	
Music Here & Now (1st Grant)	1,000	
Nat. Youth Orchestra of Canada	500	66.7
Nat. Indian/Inuit Photg. Assn. ...(1st Grant)	7,000	
Players' Guild	5,000	
Sir Ernest MacMillan Ens.	7,100	1.4
Symphony Hamilton	7,700	7.4
Theatre Aquarius	40,000	16.8
Theatre Terra Nova	4,000	9.3
Toy Town Troupers	6,000	82.9
TOTAL AMOUNT	217,770	

SCHEDULE "A"

ARTS GRANTS: APPLICATION REVIEW PROCESS

1. PROLOGUE

1.1 The Arts Advisory Sub-Committee requests that the City of Hamilton continue to approve the Sub-Committee's role in the review of arts grants applications.

1.2 This report will outline the review process from the Sub-Committee's perspective. It is the wish of the Sub-Committee that it fulfil an advisory role to the Parks and Recreation Committee and to Council by providing information and comments, and an advocacy role to the arts community by supporting the excellence, diversity and vitality of the arts in the City of Hamilton.

1.3 The Sub-Committee supports the use of City funds for grants to arts organizations. This is consistent with the arts policy's stated principles, i.e.

* Partnerships
* Excellence
* Awareness and Appreciation
* Fiscal Responsibility
* Access.

(See attached.)

1.4 The original policy objectives 12, 13, 14, 15, 18 (Funding section) are herein revised for presentation as an addendum in the 1990 updated version of "POLICY FOR THE ARTS". (Objectives 12, 13, 14, 15 and 18 are attached for your reference.)

2. CRITERIA OF GRANTS POLICY AND APPLICATION FORM

All Arts Grants applications must meet the criteria as defined in the Grants Application Form.

Applications missing any of the criteria will not be considered for a Grant.

Organizations requesting grants of $5 000 or more must include an audited financial statement of the previous year's activities.

The Grants Co-ordinator, Treasury Department, screens all applications upon receipt to ensure that criteria are met, e.g.

* applications received on or before the published deadline
* information accurate and complete

3. REVIEW PERIOD

Submitted applications from arts organizations are available at City Hall to members of the Arts Advisory Sub-Committee over a period of three weeks. It is expected that Sub-Committee members will avail themselves of this opportunity to study the documents.

4. REVIEW PROCESS

4.1 The information supplied by applicants will be treated in strictest confidence.

4.2 The municipal guidelines concerning conflict of interest will be respected. Members of the Sub-Committee with a direct interest in any application for funds will declare this information and abstain from commenting on the application.

4.3 Comments from the Sub-Committee will be forwarded to the Grants Co-ordinator and the Grants Review Group in the form of a report. The comments will be based on the following considerations:

(a) Need and purpose of City funding: benefits to the organization and to the City of Hamilton if funding is approved; impact on organization if funding is not approved.

(b) Managerial and fiscal competence as demonstrated by Board of Directors, professional staff capabilities, strength of volunteer programmes and review of financial documentation.

(c) Quality of programmes and/or activities.

(d) Ability to attract support as demonstrated by funding from other public and private sources.

5. ROLE OF THE ARTS CO-ORDINATOR

5.1 The Arts Co-ordinator will act as a liaison between the Grants Co-ordinator and the Sub-Committee; between the Grants Review Group and the Sub-Committee.

5.2 The Arts Co-ordinator will assist the Sub-Committee during the review with provision of information relevant to the grants process.

ATTACHMENT TO "ARTS GR.
APPLICATION REVIEW PROCESS
REFER TO SECTION 1.3

3.0 POLICY

3.1 Principles

The development of an arts policy for Hamilton was shaped by the following five major considerations:

Partnerships

The City of Hamilton recognizes that it is one agency among many, that it shares responsibility for local arts development, and acknowledges that co-operation with its partners would be in the best interests of all concerned.

Excellence

The City of Hamilton encourages the pursuit of excellence in the creative efforts of individuals and organizations at all levels of artistic activity.

Awareness and Appreciation

The City of Hamilton has a responsibility for enhancing and facilitating the general public's awareness of, and appreciation for, the local arts environment.

Fiscal Responsibility

The City of Hamilton supports all efforts to address the issue of responsible financial management and planning on the part of the arts community in the conduct of its business.

ATTACHMENT TO "ARTS GRANTS APPLICATION REVIEW PROCESS"
REFER TO SECTION 1.4

FUNDING
(a) To encourage the equitable distribution of available grant monies; (b) To encourage the development of responsible accounting among arts grant applicants and recipients.

Objective #13

FUNDING
To encourage a partnership between the arts community and the City of Hamilton in the evaluation of arts grants.

Objective #14

FUNDING
To encourage and facilitate annual financial planning in arts organizations.

Objective #15

FUNDING
To ensure that arts grants increases reflect the annual rate of inflation.

Objective #18

FUNDING
To encourage a measure of self-reliance and entrepreneurship in the operation of all arts organizations.

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URBAN/MUNICIPAL
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C51PIA 1991

1991 March 1st

NOTICE OF MEETING

ART IN PUBLIC PLACES STEERING COMMITTEE

Friday, 1991 March 8th
12:00 o'clock noon
Room 233, City Hall

Susan K. Reeder.

Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

AGENDA

1. **Minutes of the Art in Public Places Steering Committee meeting held 1991 January 18th. (to be distributed at meeting)**

2. **Public Art Programme, Recommendation. (copy to be distributed at meeting)**

3. **Information Item: Report to the Senior Management Team.**

4. **Other Business.**

5. **Date of next meeting.**

6. **Adjournment.**

3.

PUBLIC ART PROGRAMME

Report to The Senior Management Team

1991 February 15

TABLE OF CONTENTS

1.0 **Rationale** - identifies the benefits of a public art programme

2.0 **Major Components** - political will, policy, staff, advisory body, funding base

3.0 **Comparative Administrative models** - diagrammatic summaries of programmes in Toronto, Montreal, Vancouver, Metro-Dade (Florida); issues/implications

4.0 **Art in Public Places Policy Steering Committee** - summary of commitee activities; achievements to date: Definitions , Mission Statement, Principles, Objectives, Public Art Trust Model.

5.0 **Funding Options** - discussion of sources such as percentage of Municipal Capital Budget, percentage of project construction costs for developers, private sector funding for specific projects

6.0 **Conclusion**

7.0 **Appendices**

7.1 Objective #5, Policy for The Arts

7.2 Resolution of Council RE public art inventory

7.3 Policy (1988) to Govern and Regulate the Installation of Commemorative Plaques, Monuments, etc.

7.4 Arts Planning Matrix

1.0 RATIONALE

Public art programmes at the municipal level have been created in response to a number of community needs:

to assist the development of a community which is seen by its visitors, residents and business people to be welcoming distinctive, exciting and attractive

to ensure the preservation of a city's historical and contemporary collection of monuments, sculptures, paintings, prints, photographs, etc.

to encourage the active participation of artists in the design of public spaces and public amenities

to address the need for a fair process to be followed in choosing or accepting art works whether they are commissioned or donated

to assure that public art works are of the highest possible quality

2.0 MAJOR COMPONENTS

Public art programmes rely on five important components in order to function well:

- political will
- official policy
- staff
- an expert advisory body
- funding base.

3.0 COMPARATIVE ADMINISTRATIVE MODELS

A variety of administrative structures have evolved over the past several years in many major cities. They have developed according to each city's organizational style and requirements, as seen in the diagrams below (Figures 1 - 4).

At the present time in Hamilton, several city departments are involved in public art concerns: Property and Real Estate, the Architectural Division, Public Works, Planning, Culture & Recreation. Committees and sub-committees affected include Finance and Administration, Parks and Recreation, Planning and Development, Arts Advisory, Urban Design, Parks and Recreation Citizens Advisory, Downtown Action Plan, Central Area Plan Co-ordinating, Hamilton Historical Board and Local Architectural Conservancy Advisory Committee.

It will be necessary to identify a feasible administrative structure for the implementation of a public art programme - one which takes into consideration the present activities of staff and committees. The scope of a public art programme could encompass co-ordinating and liaison functions in addition to the initiation of new projects.

Figure 1

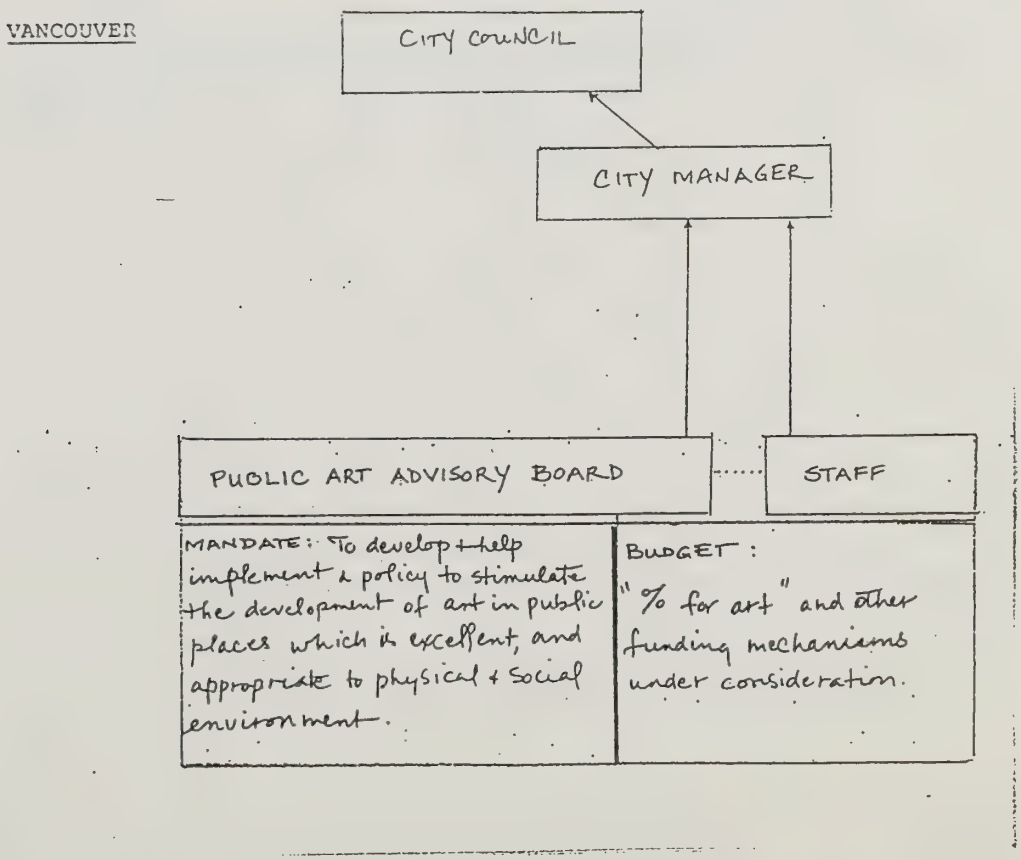


Figure 2

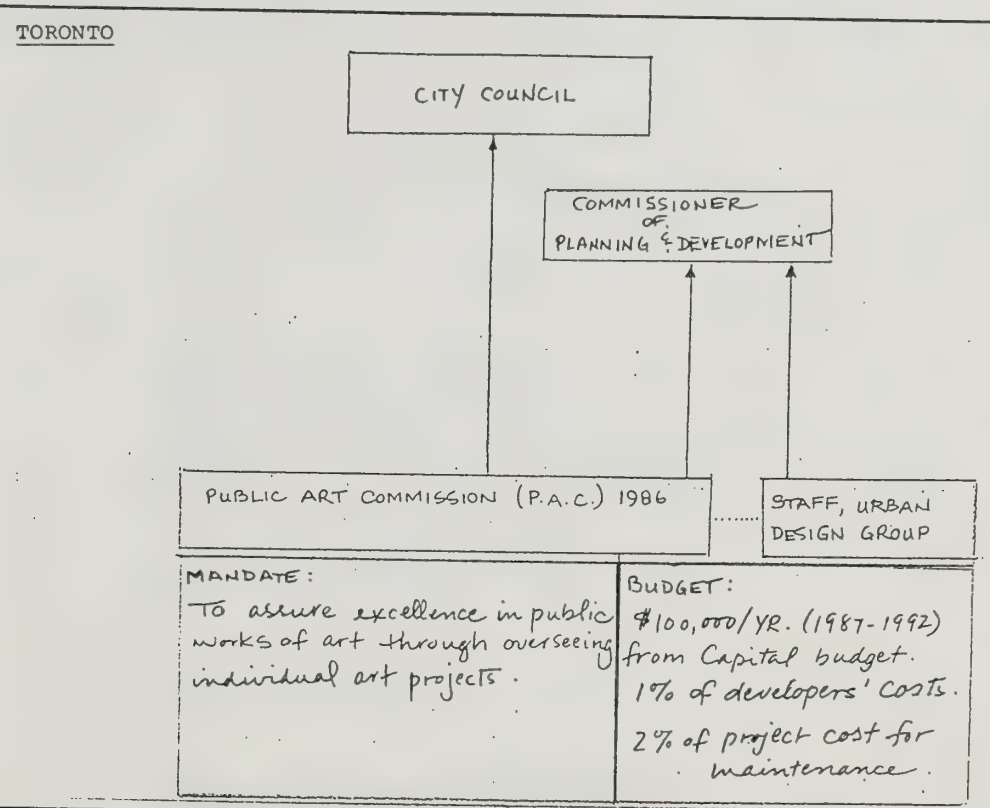


Figure 3

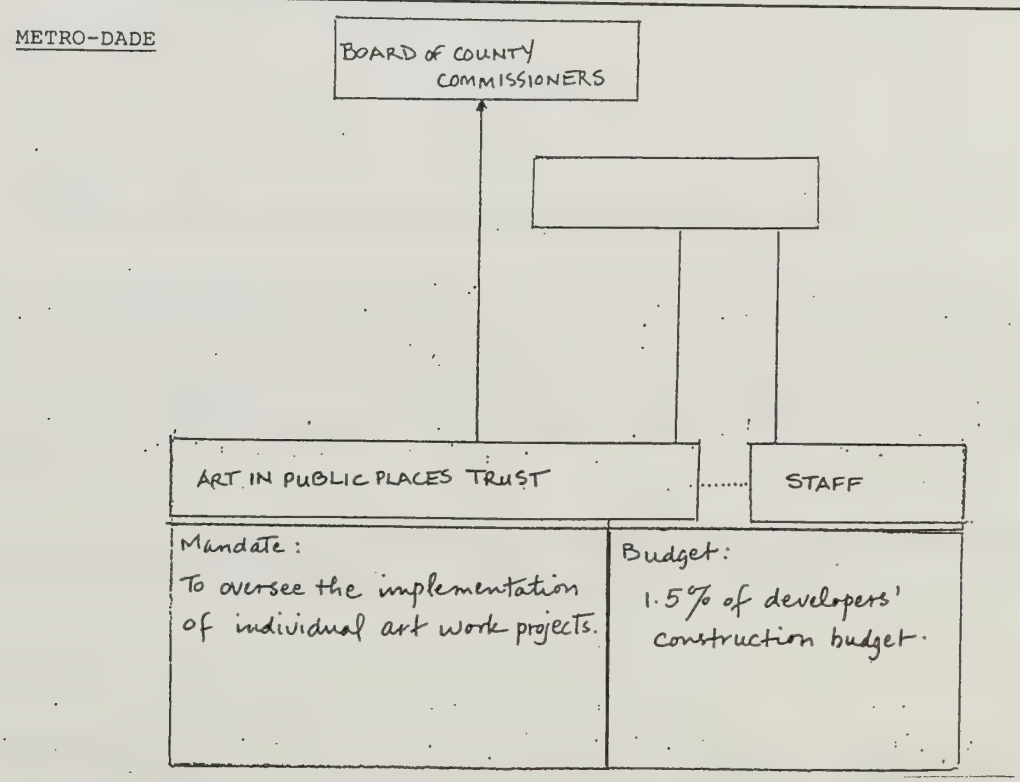
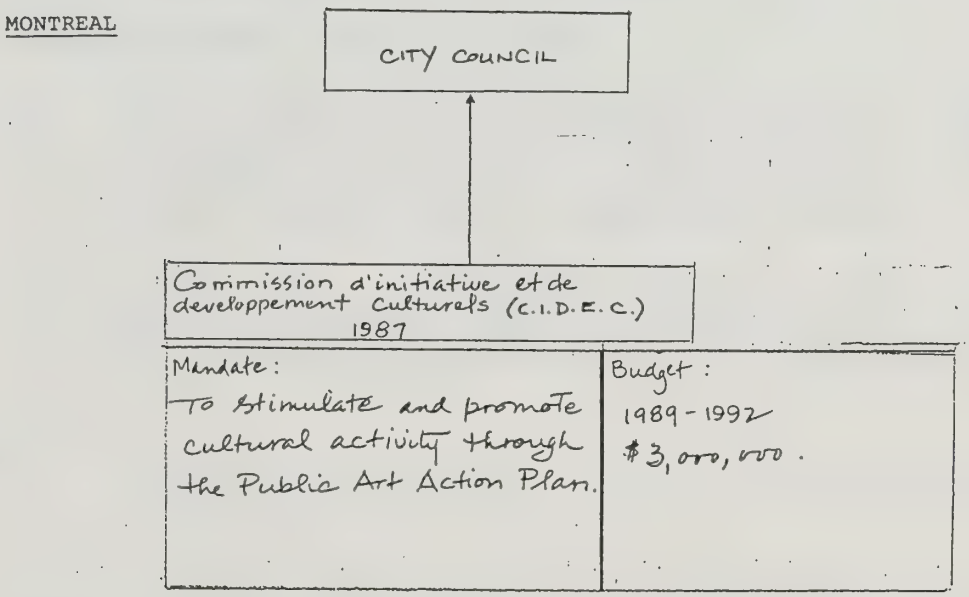


Figure 4



Note: This is primarily a staff function. Selection committees for specific projects are appointed as necessary.

4.0 ART IN PUBLIC PLACES POLICY STEERING COMMITTEE

This ad hoc committee was organized by the Arts Advisory Subcommittee and began to meet in February 1990. Membership was drawn from a broad constituency including the staff of various city departments, the arts community, the educational and business communities. Its mandate was to draft a policy for public art in Hamilton. Figures 5 - 6 represent those sections of the draft policy which have been completed to date.

At its meeting of November 23,1990, the committee discussed a model for a PUBLIC ART TRUST, specifically designed for Hamilton's needs (Figure 7).

FIGURE 5.

DEFINITIONS

* 1.1 Publicly Accessible Property - PUBLIC: Government buildings and lands, or portions thereof, accessible to the general public including but not limited to

lobbies, hallways, public rooms, adjacent exterior approaches and plazas, public highways, roadways and easements, specified parks, exterior architectural treatments and major public sight lines.

* 1.2 **Publicly Accessible Property -PRIVATE:**

(a) Exterior or outdoor areas of privately owned/controlled buildings and land which are accessible to the public for a minimum of 18 hours per day. These areas may include but are not limited to exterior building surfaces, walkways, plazas, and major public sightlines.

(b) Interior areas of privately owned/controlled buildings which are accessible to the general public for a minimum of 12 hours per day. These areas may include but are not limited to lobbies, courtyards and malls.

NOTE: 1.1 and 1.2, for the purposes of this policy, hereinafter will be termed "PUBLIC PLACE".

1.3 For the purposes of this policy, PUBLIC ART is defined as: creative works and/or designed amenities which are intended for installation and meaningful integration in or permanent; which are constructed in traditional or contemporary materials and forms.

---

* Both 1.1 and 1.2 are based , in part, on the definitions used in the public art policy of los Angeles.

FIGURE 6.

MISSION STATEMENT

The City of Hamilton will initiate a public art programme to encourage public art projects which will humanize and enhance the urban environment.

PRINCIPLES

A public art policy and programme for the City of Hamilton is based on the same general principles as the municipal arts policy (POLICY FOR THE ARTS), i.e.

PARTNERSHIPS

The City of Hamilton recognizes that it is one agency among many, that it shares responsibility for local arts development, and acknowledges that co-operation with its partners would be in the best interests of all concerned.

EXCELLENCE

The City of Hamilton has a responsibility for enhancing and facilitating the general public's awareness of, and appreciation for, the local arts environment.

AWARENESS AND APPRECIATION

The City of Hamilton has a responsibility for enhancing and faclitating the general public's awarness of, and appreciation for, the local arts envorinment.

ACCESS

The City of Hamilton has a role in ensuring public access to arts activities, services and venues.

OBJECTIVES

1) To provide an organizational framework for the review, administration and processing of public art projects.

2) To encourage Hamilton to excel as a humane, functional and pleasing environment for the well being and enjoyment of residents and visitors through the many forms and purposes of public art.

3) To provide a climate in which public art is a means of integrating artistic expression into the public domain.

4) To initiate and encourage participation and dialogue among affected interest groups regarding the design, appearance and use of public places.

5) To support, through public art projects, opportunities for the education and cultivation of audiences for the arts.

6) To promote the concept of co-operative funding mechanisms which involve government and the private sector for the implementation of a public art programme.

7) To create an objective selection process within the public art programme.

8) To ensure that an appropriate level of responsibility exists for the professional maintenance of permanently installed public art.

FIGURE 7.

Public Art Trust - Model

I **MANDATE** As an advisory body to Council, to ensure that public art projects are reflections of the policy mission statement, principles and objectives.

II **CHAIRPERSON** A member of the Arts Advisory Sub-committee or designate

III **FUNCTIONS**

1) To receive, review and initiate proposals for public art projects

2) To act as a channel to steer proposals in the appropriate directions

3) To develop selection committees for specific projects

4) To compile a registry of artists

5) To evolve a long-term corporate strategy for public art.

IV COMPOSITION In the identification of membership categories, it is recommended that this body should involve representatives form the following sectors:

Architecture
Building
Landscape

Arts
Artists
Curators
Historians

Education
School boards
McMaster University
Mohawk College
Dundas Valley School of Art

Elected Officials

Engineering

Special Interest Groups
Developers
Builders

Business groups
Primary user groups

Staff
Project co-ordinator/liaison position which would interact with staff from various departments:

Planning
Real Estate
Parks
Public Works
Culture & Recreation
Legal

Representatives of Planning Dept. and Parks Div.

5.0 FUNDING OPTIONS

There are a variety of funding sources for public art programmes. Most often a combination of methods are used including:

- funds identified as a specific line item in the municipal capital budget
- one percent of the gross construction costs of commercial developer's building project
- private sector funding for an individual project
- administrative funding for a staff function from a departmental budget.

A 1987 survey in the United States conducted by the Arts Extension Service (University of Massachusetts) and the National Assembly of Local Arts Agencies indicates, based on a sample of 135 publicly funded/initiated programmes, that 73% were funded as budget line items, 9% as private development projects, and 5% through public and private grants or special taxes.

PERCENT FOR ART

Enabling legislation exists through Section 36 of the Municipal Planning Act for percent for art regulations which are applied to non-residential development projects. Precedent for requiring contributions to a special fund by developers has been established in Hamilton with the Parks Acquisition Fund. Non-residential development companies which do business in major cities such as Toronto are familiar with percent for art requirements. Their co-operation enables the business sector to form an arts partnership with the municipality in a highly visible way. Often cities provide a choice of options for the developers' contributions. The most

frequently cited amount is one percent with a ceiling on the total amount to be allocated.

The percent for art principle may also be applied to the municipal capital budget, again with a ceiling on the total allowable amount. In turn, a percentage of this amount may be designated for ongoing maintenance costs where applicable.

(NOTE: The maintenance costs for city fountains are in the jurisdiction of the Department of Public Works' budget. Maintenance funds for the ongoing care of monuments, such as Queen Victoria and Sir John A. MacDonald, have not been specifically identified.)

PRIVATE SECTOR FUNDING

As is the case most major cities, Hamilton has collected in its public places a significant number of artworks which have been donated or commissioned by the private sector over decades. A recent example, located on City Hall property, is the "Day of Mourning" sculpture commissioned by the Hamilton and District Labour Council.

With any combination of funding sources. there must be an overriding commitment to quality in the artworks and fairness in the process of selection, as well as a recognized responsibility to provide adequate ongoing maintenance.

6.0 CONCLUSION

Public art issues in Hamilton have historically been dealt with on an ad hoc basis. An official public art programme would provide a framework within which new partnerships would be developed, the city's image would be improved, recognition would be given to the creative process and significant examples of our cultural heritage would be preserved for future generations. In the broader context, the goals of a public art programme do not constitute a perfect prescription for curing the ills of large cities. However they can, in conjunction with programmes for economic development and environmental improvements, contribute to the growth of liveable and sustaining urban environments.

A public art programme is not possible without a funding base. There now exist mechanisms for building that base which need only be acknowledged and utilized.

A considerable amount of research and meeting time has been spent over the past year by staff and volunteers to examine public art issues. The members of the Steering Committee have brought a wealth of diverse experiences to the process and participated in a mutually beneficial dialogue. Consensus has been achieved as to the merits of a public art policy and programme for Hamilton.

At this stage of the deliberations, it was felt that a review of achievements was in order and that a request be presented to the Senior Management Team for comments and recommendations on these preliminary directions.

CDY

7.0 APPENDICES

Objective #5

FACILITIES
To encourage the visibility of art in existing and future publicly accessible places in the City of Hamilton.

POLICY DIRECTION:

To recommend that the City of Hamilton initiate research into the development of a specific policy which will comprehensively address the issue of art displayed, installed and performed in public places.

Rationale - The placement and installation of works of art in public places has historically been dealt with on an AD HOC basis. There have been no guidelines concerning selection, co-ordination, liaison, acquisition, funding, or standards of artistic excellence. There has been a Committee dealing with art in public places since 1985.

STRATEGIES:

That the Department of Culture and Recreation and the Arts Advisory Sub-Committee research comparative policies from other municipalities and invite discussion regarding this subject from interested partners and community arts groups, resulting in the preparation of a discussion document.

That by 1990, the Department of Culture and Recreation and the Arts Advisory Sub-Committee be prepared to present in draft form an ART IN PUBLIC PLACES policy for the consideration of the Parks and Recreation Committee.

(POLICY FOR THE ARTS, OCTOBER 1989)

Corporation of the City of Hamilton

Memorandum

****

TO: Mr. R. Sugden, Director
Culture and Recreation Department

YOUR FILE:

FROM: Mrs. Lynn Dale, Secretary
Parks and Recreation Committee

OUR FILE:
PHONE: 546-2728

SUBJECT: INVENTORY OF PUBLIC ART WORK IN THE OWNERSHIP OF THE CITY OF HAMILTON

DATE: 1990 May 08

This is to advise that the Parks and Recreation Committee at its meeting held 1990 May 01 approved the following recommendation of the Arts Advisory Sub-Committee respecting the above.

> "That the Director of Culture and Recreation be directed to co-ordinate the compilation of a complete inventory of public artwork in the ownership of the City of Hamilton".

In addition, the Committee requested that this inventory should be expanded to include the City's collection of photographs. The Committee also requested that a gift or loan of a painting of Mayor Colin Ferrie's home (Hamilton's first Mayor) to the Art Gallery be investigated with a view to returning the ownership of the painting to the City. Further, the Committee requested that this inventory should include all City Hall Offices, including that of the Mayor.

Would you please take the necessary action to carry out the request of the Parks and Recreation Committee.

L. Dale

cc: Secretary, Arts Advisory Sub-Committee
✓ Ms. Cheryl York, Arts Co-ordinator

Arts Planning Matrix

PLACE/DATE	HOUSTON, TX 1976	CAMBRIDGE, MA 1982–83
TITLE	*Public Art in Public Spaces*	*ART PLAN 1982–1983*
SPONSOR	Municipal Art Commission/ City Planning Department	Cambridge Arts Council/ Cambridge Public Art Commission
FOCUS OF PLAN	Downtown Houston	City of Cambridge, emphasis on neighborhoods
OBJECTIVE	Inventories indoor and outdoor sites for potential public art in downtown and lists existing sculpture.	• Requests proposals for five planned art projects to enhance the city's neighborhoods. • Requests artists to submit slides of existing artwork for the "Art Bank"—a resource for public places when appropriate.
FORMAT	Glossy booklet with color photos.	Newspaper insert with black and white photos and map.
A. Background Information	Brief account of national history of public art	Defines 1% for Art Commission's commitment to the role of public art in the community—expressing a preference for "art which engages itself directly with the surrounding environment. It may create, enrich, or reveal a 'sense of place.'"
B. Inventory		
1. Existing public art locations	• Lists existing city-owned and privately-owned public artworks in public spaces in the cityscape.	• Lists more than fifty public art projects implemented during the past seven years in Cambridge.
2. Potential public art locations	• Selects potential locations for public art on previously developed sites.	• Selects five new specific locations for public art to enhance neighborhoods, including sites adjacent to existing buildings and sites on undeveloped land.
C. Site Analysis	Limited site analysis.	Limited site analysis.
1. Physical components	Specifies indoor vs. outdoor sites, includes dimensions of locations.	Brief description of natural and built features.
2. Social/behavioral characteristics	Day vs. night use, vehicular vs. pedestrian use.	Brief description of users—i.e. "path popular with joggers."
3. Historical content	No historical content.	No historical content.
1. Site selection	• Merely lists priority sites—awaits private sector initiative.	• Lists specific five priority sites, based on appropriateness and available funding, to solicit artists' proposals.
2. Artistic criteria/performance/ content	• Offers limited performance guidelines for each site i.e.—"excellent potential for mural or wall graphic."	• Limited performance guidelines for each site—i.e., "artwork limited to recreational use."
3. Process for selecting artists	• Contains no strategy for selecting artists—awaits private sector initiative.	• Open to all, but prefers Cambridge and/or Massachusetts artists.
4. Planning/Implementation linkage	• Makes no link to art implementation procedure already developed by Houston Municipal Art Commission.	• Defines no single procedure for art implementation; will be tailored to each project; however emphasizes community involvement.

Corporation of the City of Ha

Memorandum

****

TO: Mr. D. Vyce
Director of Property

YOUR FILE:

FROM: Mr. John Thompson, Secretary
Legislation Committee

OUR FILE:
PHONE: 526-2729

SUBJECT: POLICY TO GOVERN AND REGULATE THE INSTALLATION OF COMMEMORATIVE PLAQUES, MEMORIALS, TIME CAPSULES AND TREES UPON THE GROUNDS OUTSIDE CITY HALL

DATE: 1988 September 30

Sub-Joined is a copy of Section 5 of the TENTH Report of the Legislation Committee which was adopted by City Council at its meeting held 1988 September 27.

M. J. Walton
for J. T Thompson

JT:mjw

c.c. Mr. K. A. Rouff
City Solicitor

Mr. R. Swan, Manager
Property Maintenance Division

That approval be given to the following policy to govern and regulate the installation of commemorative plaques, memorials, monuments, time capsules and trees upon the grounds outside City Hall.

(a) That the installation and location of commemorative plaques, memorials, monuments, time capsules, and trees upon the grounds of City Hall shall be subject to the consideration and recommendation of the Legislation Committee and approval of City Council.

(b) That each application be considered on its own merits with the view to examining and identifying the impact and importance of significant contributions made to the overall growth and development of the City of Hamilton by the organization or group.

REFERENCE : Art in Public Places

PLACE/ DATE	ARLINGTON COUNTY, VA 1984	PHOENIX, AZ 1984	SEATTLE, WA 1984
TITLE	*Sited Toward the Future—Proposals for Public Sculpture in Arlington Country*	*Artworks Program for the City of Phoenix (final report)*	*Artwork Network—A Planning Study for Seattle: Art in the Civic Context*
SPONSOR	Community Arts Council of Arlington	Arizona Commission of Arts/Phoenix Redevelopment Office/consultant-artist Mark Lere.	Seattle Arts Commission/Art in Public Places Program
FOCUS	Arlington County, Virginia	Downtown redevelopment area of Phoenix	Downtown Seattle
OBJECTIVE	Publicizes selected proposals created by collaboration of artists, designers, and developers, for seventeen sites of major new private development, civic spaces or highway-related spaces, which satisfy one or more of the stated goals: a) provide a gateway to the county b) mark vistas c) highlight metro stations	Incorporates public art planning into streetscape design for downtown Phoenix, and to be used as a potential promotional tool for the establishment of an arts commission.	Sets theoretical framework for evaluation and siting of public artwork, with emphasis on special characteristics of downtown districts.
FORMAT	Catalogue from exhibit includes text, artists' statements, and photos of models of proposed artworks.	Final draft of report with black and white photos.	Booklet with extensive graphic analysis—maps, diagrams, photos.
	• Discusses past and present role of public art in public spaces. • Reviews Nancy Holts' Dark Star Park in nearby Rosslyn, VA, which set the precedent for organizing the art plan and exhibit to promote future collaborative artworks. • Describes Arlington County as a context for public art and mentions what each of the 17 selected artists contributed to this developing district.	• Identifies rationale for incorporating public art into the streetscape scheme for the redevelopment district in downtown Phoenix. • Promotes functional public art—artist-designed street furniture, architectural shade areas, gateways and water elements. • Discusses role of public art in civic areas, and benefits of temporary public art.	• Overviews last twenty years of public art in Seattle. • Analyzes civic urban spaces including models for physical and social analysis of urban settings (William H. Whyte and Kevin Lynch). • Presents typology of public art, including relationship of art to audience and to site.
	• No existing public art inventory (except for review of Dark Star Park, see above).	• No inventory of existing public art work.	• Locates existing public artwork and existing public places by district for downtown Seattle.
	• Presents each of the seventeen proposed art projects designed for sites which contain no prior development.	• Selects three sites within the downtown redevelopment area as prime locations for artist-designed street furniture, and other amenities.	• Proposes sites for public artwork including both developed sites and future development locations.
	Varies by site—from limited to extensive analysis, depending on developer/designer's input.	Site analysis varies by location.	Extensive site analysis.
	Brief description—i.e. "landscaped semi-circle . . . 2000 ft. wide, surrounded by streets, driveways and highways."	No description of physical components—relies on photos.	Brief description, i.e. "formed by intersection of two arterials" . . . . "uninviting bus shelter."
	Brief description—i.e. "rest area activated by pedestrian traffic."	Brief description for each proposed site "high density pedestrian interaction," with emphasis on specific physical amenities suited to Phoenix desert climate.	Brief description—i.e. "gathering place for people working in government center."
	No historical content.	No historical content.	No historical content.
	• Identifies 17 priority sites after a review of 47 proposed sites, based on their potential for fulfilling art plan goals.	• Identifies three priority sites and encourages Redevelopment Agency to incorporate public art in ongoing streetscape plan.	• Defines proposed sites in downtown Seattle into three categories: 1. priority sites 2. future sites 3. temporary sites
	• Offers performance guidelines which are site specific—according to each collaborative team of artists, developers, and architects.	• Offers limited performance guidelines which are specific to each site; emphasis is on functional elements—benches, fountains and shade structures.	• Offers limited performance guidelines specific to each site—i.e. "artwork could mark entry points to Seattle."
	• Invites only metropolitan Washington artists invited to participate. Devises procedure for matching artists' experience to particular sites.	• Does not solicit proposals but recommends using local artists.	• Makes no recommendations for artist selection.
	• Increases awareness of public art potential in new development and encourages discussion through exhibit and catalogue, however makes no explicit link to implementation.	• Links no procedure for art implementation to plan.	• Discusses no procedure for art implementation; however, Seattle has a city ordinance for 1% for Art and has a well established and active Arts Commission that solicits art proposals.

Urban Municipal Collection
2nd Floor
Hamilton Public Library

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLE

CA4 ON HBL AOS
URBAN/MUNICIPAL
C 51 P/A 1991

THE CITY OF HAMILTON
IE CITY CLERK

L8N 3T4

TEL: 546-2700
FAX: 546-2095

1991 March 28th

NOTICE OF MEETING

Arts Advisory Sub-Committee
Thursday, 1991 April 4th
12:00 o'clock noon - 2:00 o'clock p.m.
Room 219, City Hall

Susan K. Reeder

Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

AGENDA

1. Minutes of the meetings held Friday, 1991 March 22nd.

2. Correspondence - Alderman B. Hinkley - The Arts Community, the Environment and Business.

3. Ratification of recommendations of the Arts Advisory Sub-Committee with respect to the 1991 Art Grant applications.

4. Public Art Programme - (copy to follow)

5. Chairman's Report. (no copy)

6. Co-Ordinator's Report. (no copy)

7. Other Business.

Friday, 1991 March 22
12:00 o'clock noon
Room 233, City Hall

The Arts Advisory Sub-Committee met.

There were present:
Mr. C. Renaud, Chairman
Mr. P. Mandia, Vice-Chairman
Alderman M. Kiss
Alderman D. Wilson
Mr. J. Gaul
Mr. G. Mallory
Mr. B. Powell
Ms. C. Nemeth
Ms. L. Morris

Also present:
Mr. K. Beattie, Grants Co-Ordinator
Ms. C. York, Arts Co-Ordinator
Mrs. Susan K. Reeder, Secretary

Absent with regrets:
Ms. J. Malseed
Ms. L. Robinson
Mr. B. Mason
Mr. V. Wincza

1. 1991 ARTS AWARD

The Arts Co-Ordinator read the nominations received for three nominees. Considerable discussion ensued on these nominees and the Committee voted by secret ballot and selected Mr. Trevor Hodgson as the winner of the 1991 Arts Award.

2. WEST AVENUE SCHOOL

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1991 March 7 and agreed to take no action with respect to this recommendation.

The Committee was in receipt of correspondence from the Hamilton Region Arts Council dated 1991 February 18 to its members requesting submission of proposals for the use of the building of the West Avenue School as a multipurpose arts centre.

The Committee was also in receipt of a draft proposal prepared by Mr. B. Mason, Chairman of the Sub-Sub Committee appointed by Arts Advisory to consider possible uses for West Avenue School. The Committee agreed to endorse this draft proposal from the Sub-Sub-Committee which recommends that the building remain a City run arts facility under the auspices of the Culture and Recreation Department as a way of enhancing the cultural component of the department.

The Committee also approved the following recommendation:

> That the Arts Advisory Sub-Committee send a strong message to the Hamilton and Region Arts Council that its study on the proposed use for West Avenue School be incorporated into the proposal for use of that facility currently being drafted by the Arts Advisory Sub-Committee in order that the Arts Council speak with one voice.

NEXT MEETING

The Committee agreed to hold their next regular meeting on Thursday, 1991 April 4, at 12:00 o'clock noon in Room 219, City Hall.

3. MINUTES OF THE MEETINGS HELD THURSDAY, 1991 JANUARY 31ST AND THURSDAY, 1991 FEBRUARY 14

The Committee was in receipt of the minutes of their meetings and approved them as circulated.

ARTS AWARENESS MONTH

The Chairman briefly spoke to the Committee on the agenda scheduled for the Arts Awareness Month Sub-Committee to take place immediately following the meeting and outlined the proposed program for Arts Awareness Month.

4. ARTS AWARENESS MONTH, LOGO DESIGN

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1991 March 6 respecting the above noted matter. The Committee agreed to take no action with respect to this recommendation which supported the logo/slogan "You Gotta Have Art".

Copies of the logo submissions were distributed and a great deal of discussion then ensued.

The Committee then agreed to the following recommendation:

> That the recommended logo by the Arts Awareness Month Sub-Committee of "You Gotta Have Art" be forwarded to the co-honourary chairman (Mayor Morrow and Mr. Bullock) as well as Mr. B. Sugden, Director of Culture and Recreation along with the Arts Advisory Sub-Committee's strongly endorsed choice of the logo "Arts Works" (two gears intertwining) to them for final decision.

5. REVIEW OF THE REMAINING 1991 ART GRANT APPLICATIONS

The Committee was in receipt of a document entitled "Questions to Consider When Assessing Arts Grant Applications" provided by the Chairman. The Committee was also in receipt of a list of the total allocation amounts for Art Grants in 1990 of $252,770. The document also contained a list of the 1991 General Grant Budget Funds committed to date. The Committee then reviewed each of the outstanding grant applications not previously dealt with by the Sub-Committee and made the following recommendations:

(a) Conqueror II Drum and Bugle Corps- $7,000.

(b) Drum Corps International (Canada) - 1991 Summer Music Games - $7,000.

(c) Akatun Cultural Movement - $1,000.

(d) Care Can Festival - 0 - No grant

(e) Lincoln Alexander Cultural Centre - 0 - No grant

(f) The Grecian Festival (Greek/Canadian Orthodox Church) - 0 - No grant since they are ineligible as a church organization.

(g) Hamilton Artists Inc. - $9,000.

(h) Hamilton All Star Jazz Band Inc. - $4,999.

(i) Hamilton Community Concert Association - $1,000.

(j) The Harlequin Singers of Hamilton - $2,000. (to be deducted from capital funds).

(k) Sir Ernest MacMillan String Ensemble - $1,000.

(l) Toy Town Troupers Theatre Company - 0 - No grant

(m) Native Indian Oblique Inuit Photographers Association - $7,500.

(n) Bay Area Jazz Society - $1,000.

6. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

MR. CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

Susan K. Reeder
Secretary
1991 March 22

CITY COUNCIL

Brian Hinkley Alderman Ward Three

71 Main Street West
Hamilton, Ontario
L8N 3T4

Tel: (416) 546-2730
Res: (416) 572-7500

Finance & Administration Committee -Chairman

Keep Hamilton Clean Committee -Chairman

Seniors Centre Feasibility Study -Chairman

Harbour Task Force -Chairman

Handbill Sub-Committee -Chairman

Hamilton Municipal Retirement Fund -Chairman

Hamilton Seniors Council -Liaison

Parks & Recreation Committee -Member

Hamilton Non-Profit Housing -Member

Regional Engineering Committee -Member

Regional Economic & Planning Committee -Member

Chairman's Environmental Advisory Committee -Member

Hamilton-Wentworth Children's Aid Society -Member

February 19, 1991.

2.

FEB 2 1 1991.

Ms. Susan Reeder,
Secretary,
Arts Advisory Sub-Committee,
Clerk's Department,
City Hall,
71 Main Street West,
Hamilton, Ontario.
L8N 3T4.

Dear Ms. Reeder:

*Re: **THE ARTS COMMUNITY ... THE ENVIRONMENT ... AND BUSINESS***

Please find enclosed, for your information, an interesting project that is currently being operated in Vancouver and Nanaimo, British Columbia.

I believe the enclosures clearly explain how the Arts Community, the Business Community and the Environmentalists can develop a worthwhile project for the community.

This information was forwarded to me by Ms. Victoria Munroe. Ms. Munroe is particularly concerned about the artistic and environmental benefits to be developed by such an undertaking.

Recycled Paper

I would request that your organization discuss the merits of becoming involved in developing a similar project here in Hamilton.

Should there be interest from the Arts Community, the Business Community and those involved in the environment, I would be willing to assist in bringing together the interested parties.

I would appreciate hearing feedback from your organization.

Yours very sincerely,

Brian Hinkley

Brian Hinkley,
Alderman, Ward 3;
Chairman of the **Keep Hamilton Clean Committee**;
Member of the Chairman's Advisory Committee on Environmental Issues.

BH:dd

c.c. Ms. Victoria Munroe, 20 Bold Street, Apt. #4, Hamilton, Ontario. L8P 1T2.

FEB 6 1991

January 24, 1991

Mr. Brian Hinkley
Alderman Ward 3
City Hall
71 Main Street, West
Hamilton, Ontario

Dear Mr. Hinkley:

Attached is an article that I'm confident you'll find of great interest as I did. I've taken the initiative to respond to this article because I feel that a similar program has great potential to develop here in our city with the help of local supporters, public outreach and a creative team. I have contacted the Communications Manager of Imagination Market and she has been kind enough to send literature on the organization. (See attached copies.)

I am addressing this program to you, asking for your opinion and thoughts in hope that you may guide me through the proper avenues or to other organizations in the city that have the same objectives as myself which may find this information challenging and exciting. I trust that you will give some time to this since the re-use system is of extreme importance and I know your mandate for the election is to concentrate on cleaning up the air, water and land of Hamilton.

I look forward to your reply.

Sincerely,
Victoria

Victoria Munroe
20 Bold Street, Apt. #4
Hamilton, Ontario
L8P 1T2
525-2943

Themes for both in-house workshops and outreach programs run the gamut from musical instruments, Father's Day gifts, dragons, water toys, sun hats and puppets. "We try not to limit it," notes Pearce. "So in promoting water toys, I suggest floaters and sinkers and squishers and squirters. We don't want to just have them come in and build a boat." Adult workshops center around jewelry and more sophisticated, wearable things. Grown-up customers come to make gifts, projects for home or classroom, or to simply rediscover creativity in a casual, social setting.

THOUGH SCHOOL groups and teachers are a large part of the I.M. constituency, the Imagination Market is strongly involved with the general public through events and festivals and drop-in workshops. Says Pearce. "That's becoming even more important as governments, corporations and groups are seeing the interest as well as the importance of environmental concerns — the fun side to recycling." Continues Pearce. "The creative part of our mandate is almost as important, or just as important as the recycling aspect. Our mission statement reads: 'a non-profit organization dedicated to encouraging creativity and promoting waste awareness by reclaiming safe industrial discards for imaginative reuse.' It's very equally a concern for reclaiming and also creative reuse."



The Imagination Market's "reduce, reuse and recycle" philosophy involves creating decorations for not only shopping centers, but corporate functions, community events, etc. These centerpieces were commissioned for Vancouver's Children's Festival.

I.M. lives by the three R's: "reduce, reuse and recycle." According to Pearce, the founders of the market believe recycling is the least important of those three. "In fact, we try to avoid the word recycling even though we call ourselves a non-profit artists and recycling foundation. We really aren't recycling, we're reusing."

An I.M. list of area printers, manufacturers and retailers donating things they would normally throw out has taken years to develop. Now, I.M. receives several calls a day from individuals who think they have something the market can use. "People are starting to look at their cast-offs in different ways, and it's exciting to see," says Pearce. Additionally, if anyone contacts the Recycling Hotline in Vancouver, they're often directed to the market.

Gathering the materials requires a lot of legwork and phoning. "I'm told a lot of our suppliers think we're nuts," laughs Pearce. "They think we're a really strange group of people who get excited about sticky paper that has holes in it." Actually, those suppliers' waste costs are being cut by the market's free weekly pick up.

A LONG-TERM GOAL for I.M. is to expand nationally and eventually internationally. Through mail-order service, I.M. has sent reclaimed items to the States and as far as Romania and Poland. I.M. raw materials are sold in kits by mail order (a brochure lists possible contents), or by group size for hat or mask workshops. So while retail expansion is on hold (a board committee is conducting careful research), the mail-order branch of the market is fulfilling international outreach and education capacities.

Explains Pearce, "Expansion is very important, but we're also trying to advance our own area and get much more involved with adults. Another area we've found to be very successful is party decorations and contract decorations for shopping mall anniversaries or sales. We go in as a service and decorate for them." I.M. has been involved in such projects as corporate and government parties, room decoration and custom centerpieces, stage sets and art direction. One of greater Vancouver's largest shopping centers, Metrotown, has employed I.M. to create an environment for its first and second anniversary celebrations.

With a membership over 2,500, the Imagination Market recorded serving over 25,000 shoppers in 1989 and over 130,000 workshop participants. Weekly group bookings continue to grow and reflect the financial expansion I.M. has witnessed — from a gross revenue of $7,000 in 1984 to a budget of over $500,000 in 1989. Revenue over the last two years has jumped from $350,000 to $750,000.

It seems the enthusiasm of I.M.'s staff and volunteers is really reaching out, and this year, over 75-percent self-funded through sales of workshops at fairs and events, the service is free to the public. ■

Editor's note: *For more information about the Imagination Market, contact: Roxanne Pearce, Imagination Market, 528 Powell St., Vancouver, BC V6A 1G9, CANADA; 604-253-1033.*

January 9, 1991

ROXANNE PEARCE
Imagination Market
528 Powell Street
Vancouver, B.C.
V6A 1G9

Dear Ms. Pearce:

I was very much impressed with the article in the November issue of VM & SD, outlining the operations of the recycling/reuse program in your city. As a visual person, I'm very much familiar with what can be re-used and have been creating design elements in my home from materials I have purchased after scanning demolition yards. I really believe that there is a visual sector of the population out there that can now play an incredible role in restoring our environment because we see many more creative uses out of things than many of the average person. What your establishment has created is absolutely fantastic and congratulations to you all!

I think there is great opportunity to introduce Imagination Market concepts in my city and with so many families dealing with recession hardships, these workshops could create new family activities and introduce the conservation approach to the public at the same time. Please send me further information on your organization and hopefully we can discuss more about the program. You may contact me at the address below or call me at (416) 525-2943. I anxiously await your reply.

Sincerely,

Victoria

Victoria Munroe
20 Bold St., #4
Hamilton, Ontario
L8P 1T2

BECOME A MEMBER

Members receive:

- one free bag
- 50% discount on purchases
- drop-in workshop discount
- quarterly newsletter
- volunteer opportunities

Membership good for 12 months

Membership Application Form

Date _____ 19__

☐ Adult $15
☐ Student ☐ Senior $10
☐ Family $25
☐ Group (under 5 staff) $35
☐ Group (5 or more staff) $50

Please Print:

Name _____

Address _____

City _____

Postal Code _____

Phone (day) _____ (eve.) _____

☐ Yes, I want to volunteer
☐ Gift Membership

Donor's Name _____

Please make cheques payable to
IMAGINATION MARKET ASSOCIATION

Vancouver:
528 Powell St.
Vancouver, B.C.
V6A 1G9
253-1033

Nanaimo:
308 Fitzwilliam St.
Nanaimo, B.C.
V9R 3A5
754-7036

☐ New Member ☐ Renewal
☐ Address/Name Change ☐ Transfer

You've seen us at...

Vancouver Children's Festival
Hillside Centre, Victoria
Playland
First Night
Rutherford Mall, Nanaimo
Environment Week Workshops
Bumbershoot, Seattle
Vancouver Sea Festival
Canadian Northern Children's Festival
GVRD Park Celebrations
Powell Street Festival
Canada Day at Canada Place
Harrison Festival of the Arts
Westminster Quay Public Market
GVRD Recycle Month Workshops
BC Festival of the Arts
and dozens of Lower Mainland malls and parks

IMAGINATION MARKET

Vancouver Headquarters
528 Powell Street
Vancouver, B.C.
V6A 1G9
(604) 253-1033

Nanaimo
308 Fitzwilliam Street
Nanaimo, B.C.
V9R 3A5
(604) 754-7036

Store Hours:
Thurs., 11 am to 9 pm; Fri., Sat. and Sun., 11 am to 5 pm

Drop-In Workshops: (by donation)
Sat. and Sun. 12 Noon to 4 pm

© Imagination Market 1989

IMAGINATION MARKET

Canada's one and only source of unusual inexpensive and inspiring recycled materials!



a non-profit arts and recycling organizatio

Teachers, parents, artists, children, students, group leaders — in fact everyone — will be delighted with the services of the Imagination Market. Materials are collected from you from by-products, waste and want-nots of business and industry and made available to you through a retail store, mail order and workshops.

STORE

Buy a bag and fill it with your own selection from over 300 bins. You'll find plastic, paper, leather, fabric, rubber, wire, vinyl, foil and much more in so many fascinating forms. Quality paper is sold by the pound. Very special items are priced individually. Kids are encouraged to shop for themselves.

MAIL ORDER

Can't make it to Vancouver? "Junque Mail" goes everywhere Canada Post does. Call or drop us a line. We'll send an order form. Custom orders filled.



WORKSHOPS

A chance to play — that's what our workshops are all about. Imaginations of all ages bloom and grow with these inspiring materials.

Community Outreach - Free workshops at shopping malls, community events and festivals are held throughout Greater Vancouver and B.C. sponsored by businesses and organizations.

Drop In - Our own on-site workshop, complete with fully equipped woodworking area, makes a great family or birthday party activity.

Instructional - We offer a variety of information workshops, tailored to teachers, group leaders, students or organizations featuring plenty of hands-on experience.

The Imagination Market is produced by the Imagination Market Association, a non-profit arts and recycling organization.

The Association's goals are:

- to collect and supply materials which would normally be discarded
- to educate people of all ages in new, practical, creative and joyful uses for these materials
- to encourage ideas about reclaiming, recycling and re-using

Are you interested?

If so...

- become a member
- buy a bag from the Imagination Market and b a recycler
- spread the word about the Imagination Market
- if you are in business, what do you throw away? Look again! Give us a call.
- be an Imagination Market volunteer

Printed in Canada

What do people say about Imagination Market™?

"Seeing what people – big and small – make in here – brightens one's day! Long live the Imagination Market!!"

"This is an incredibly creative outlet for kids and adults. I love it."

"I really think this place is neat! If I was a kid, I'd live here all day!"

"A fine, positive way to foster kids' creativity!"

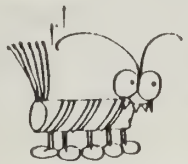
"Wonderfully magical, especially for youngsters and oldsters."

And what gets made?





Masks
Hats
Robots
Vehicles
Dolls
Mobiles
Puppets



Sculptures
Insects
Collages
Patterns
Boats
Flowers
Machines

Practically Anything!

HOW WE'RE FUNDED

The **Imagination Market** maintains a high degree of self-sufficiency with the bulk of our revenue coming from the sale of children's workshops to the community. Festivals, Shopping Malls, Community events and businesses sponsor the **Imagination Market Workshop** as a **FREE** hands-on creative activity. Other revenue comes from sales, memberships and fundraising. Government job grants provide the remaining income to this viable and expanding non-profit business.

IMAGINATION MARKET™

Vancouver Headquarters
528 Powell Street
Vancouver, B.C.
V6A 1G9
253-1033

Nanaimo
308 Fitzwilliam Street
Nanaimo, B.C.
V9R 3A5
754-7036

Store Hours:
Thurs., Fri., Sat. and Sun. 11 am - 5 pm
Drop-In Workshop Hours:
Sat. and Sun. 12 Noon - 4 pm
Collections:
Mon. through Fri. 8:30 am - 4:30 pm

IMAGINATION MARKET™

FROM YOU...



...TO US!!

Photo by Adrian Zater

Creative Recycling
from
IMAGINATION MARKET™
a non-profit arts and recycling association.

IMAGINATION MARKET WANTS YOUR CAST-OFFS!

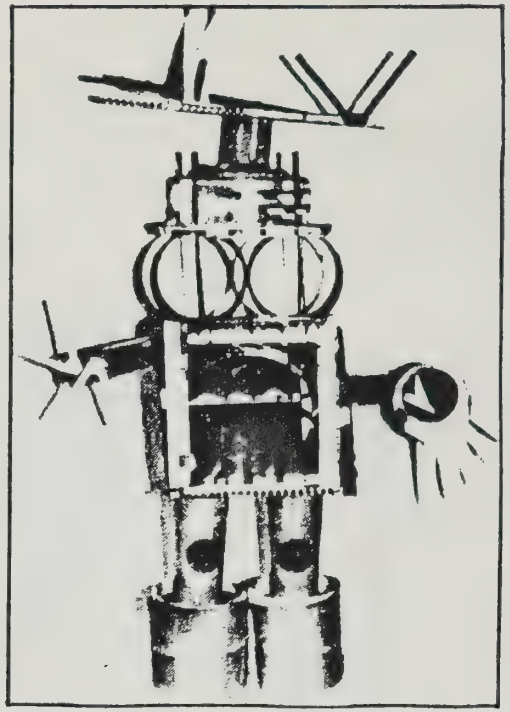
Since 1982, the **Imagination Market** has been collecting scraps, offcuts, samples, old or excess stock and waste packaging from Lower Mainland businesses and manufacturers. Through the imagination of kids, these waste materials are transformed into spaceships, puppets, flowers, hats, animals . . . in fact anything that can be imagined can be made from recycled scrap. The Market is continually growing as is the demand for new materials. With your help we can meet this demand as well as promote recycling and increase creativity.

OUR BUSINESS IS PICKING UP

If you set your usable scrap aside, **Imagination Market** will pick it up regularly, at your convenience and without disrupting your operations. We currently collect from over 200 businesses who appreciate our reliability and efficiency.

WHAT HAPPENS TO THESE MATERIALS?

Once collected, materials are dropped off at our warehouse, sorted and prepared by teams of mentally handicapped volunteers either for sale through our non-profit store or for re-use in our many kids' community workshops and in our own FREE Drop-In Weekend Workshop.



* Last year over 200,000 children and adults played with Imagination Market materials.

* Over 300 van loads of materials were diverted from the landfill.

WHY SHOULD YOU DONATE YOUR SCRAP?

On the practical side it's obvious – you'll save on disposal costs. Ideologically, your support means employment opportunities, work training for the mentally handicapped, accessibly-priced art materials, increased recycling and most importantly, the joy and self esteem experienced by thousands of children as they discover their unique creativity.

OUR REPUTATION

*"What originally had started as a department project on an experimental basis, has resultd in our enlisting the aid of the **Imagination Market** to clear our recyclable coloured stock on an on-going basis.*

*The **Imagination Market** has proved to be very reliable. Their staff are efficient, polite and have not missed a single pick-up to date."*

B.C. TELEPHONE COMPANY

IMAGINATION MARKET IS A PROUD MEMBER OF THE G.V.R.D. RECYCLING COMMITTEE AND B.C. WASTE EXCHANGE

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Printed in Canada

3.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO:	Mr. K. Beattie Grants Co-Ordinator Treasury Department	YOUR FILE:	
FROM:	Mrs. Susan K. Reeder, Secretary Arts Advisory Sub-Committee City Clerk's Department	OUR FILE: PHONE:	
SUBJECT:	**Recommendations of the Arts Advisory Sub-Committee with respect to the 1991 Art Grant Applications.**	DATE:	1991 March 26

As you are aware the Arts Advisory Sub-Committee has met on three occasions to discuss and make recommendations on the 1991 Art Grant Applications. Please be advised that the following list is the recommended Grant amounts made by the Arts Advisory Sub-Committee for the following Art Grant Applications:

1. Canadian Orpheus Male Choir.
   - $3,500.00

2. (a) Conqueror II Drum & Bugle Corps.
   - $7,000.00

   (b) Ridge Raiders Drum & Bugle Corps.
   - $4,900.00

   (c) Drum Corps International (Canada) - 1991 Summer Music Games.
   - $7,000.00

3. Hamilton Children's Choir.
   - $700.00

4. Earthsong & Canada Day Celebrations
   (Hamilton Wentworth Creative Arts Inc.)
   - $70,000.00

5. Festival of Friends (Hamilton Wentworth Creative Arts Inc.)
- $80,000.00

6. Hamilton Concert Band.
- $3,500.00

7. Hamilton Kiwanis Music Festival.
- $2,700.00

8. The John Laing Singers.
- $2,000.00

9. National Youth Orchestra Association of Canada.
- $500.00

10. Greater Hamilton Symphony Association (Symphony Hamilton)
- $8,300.00

11. Theatre Aquarius.
- $50,000.00

12. Hamilton Folk Arts Heritage Council.
- $10,000.00

13. Akatun Cultural Movement.
- $1,000.00

14. Hamilton Artists Inc.
- $9,000.00

15. Hamilton All Star Jazz Band Inc.
- $4,999.00

16. Bay Area Jazz Society.
- $1,000.00

17. Hamilton Community Concert Association.
- $1,000.00

18. The Harlequin Singers of Hamilton.
- $2,000.00 (from Capital funds)

19. Sir Ernest MacMillan String Ensemble.
- $1,000.00

20. Native Indian/Inuit Photographers' Association.
- $7,500.00

21. Luso-Canadian Cultural Council.
- disallowed - have not completed first year, thus ineligible.

22. Cari Can Festival.
- 0 - no grant - due to lack of substantial financial documentation.

23. Lincoln Alexander Cultural Centre.
- 0 - no grant - due to lack of substantial financial documentation.

24. The Grecian Festival (Greek-Canadian Orthodox Church)
- 0 - no grant - Church organization, thus ineligible.

25. Toy Town Troupers Theatre Company.
- 0 - no grant - not a non-profit organization.

26. Canadian (Hamilton) Country Music Coalition.
- 0 - no grant - not a non-profit organization.

27. Hamilton Theatre Inc.
- 0 - no grant - Capital grant request.

Trusting that confirmation of the Sub-Committee's recommendation will be of assistance to the members of the Grants Review Committee when making their final recommendations to the Finance and Administrative Committee. It is the Sub-Committee's understanding that you will be reporting the Grants Review decisions with respect to Grants and also reporting to Finance and Administration Committee on the Arts Advisory Sub-Committee's recommendations for these applications.

Susan K. Reeder

c.c.- Mr. Chuck Renaud, Chairman
Arts Advisory Sub-Committee
- Ms. Cheryl York, Arts Co-Ordinator
Culture & Recreation Department

Urban Municipal Collection
2nd Floor
Hamilton Public Library

L8N 3T4

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

TEL: 546-2700
FAX: 546-2095

1991 April 8th

URBAN/MUNICIPAL
CA4 ONHBL A05
C SIPIA
1991

NOTICE OF MEETING

Arts Advisory Task Force to Review
Arts Grants Consideration Process
Thursday, 1991 April 18th
12:00 o'clock noon - 3:00 o'clock p.m.
Room 219, City Hall

Susan K. Reeder

Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

AGENDA

1. To review the present Sub-Committee's procedure of considering the Arts Grant Applications for submission of comments to the Grants Review Committee.

   Note: Members of this Task Force are Janna Malseed, Vitek Wincza, Bob Mason, Liz Robinson, Chuck Renaud and representing the Parks and Recreation Advisory Sub-Committee, Joan Rapsavage.

   All members of the Arts Advisory Sub-Committee are welcome to attend the meetings of the Task Force.

1. Correspondence from the Chairman of the Arts Advisory Sub-Committee to the Chairman of the Parks and Recreation Committee dated 1991 April 3rd.

2. Chronology of events in the review process on the 1991 Arts Grants Applications.

3. Schedule "A" - Arts Grants: Application Review Process.

4. "Questions" respecting Arts Grants Applications.

5. City of Hamilton 1991 General Grant Submissions.

6. Summary - What went wrong in 1991.

7. Arts Grants 1990/General Grants Budget 1991.

8. Correspondence from Liz Robinson to the Chairman of the Arts Advisory Sub-Committee re: Role of the Arts Advisory Sub-Committee in Review of City Grant Requests.

9. Applications for Grants, 1990 (Artists, Arts Organizations) - Summary.

10. Recommendations of the Arts Advisory Sub-Committee with respect to the 1991 Art Grant Applications.

11. City of Hamilton: Grants to Performing Arts Organizations 1974-1990.

12. Mandate and Guidelines - Arts Advisory Sub-Committee.

1.

April 3rd, 1991

Alderman Tom Murray
Chairman
Parks & Recreation Committee
City of Hamilton
Hamilton, Ontario

Dear Tom:

Reference: Grants Applications 1991

I have serious concerns re the Arts Advisory Sub Committee's role in reviewing of Arts Grant applications, in light of this year's process.

My understanding was that the Sub Committee would have meaningful input into the recommendations going to F & A and Council.

Our sole purpose was to ensure that Council had a full, accurate, broad overview of the organizations receiving grants and that all moneys were distributed not only to enhance and enrich the City "for the citizens", but that full value was being received for the expenditure.

As you know, last year we recommended some revisions in the grants criteria and application forms to help ensure that all applicants were being treated equally and fairly. My repeated requests for a report on the applications as to complete compliance with the new application forms has been met with, at the best, indifference.

We were informed that the Sub Committee's role was simply to "comment" and that the Grants Review group's recommendations would be the ones going to F & A and Council. The impression I received from the Grants Review officer was that it wasn't necessary in arriving at our "Comments" that the applications be complete or not. Example: A financial audit or not is the responsibility of staff.

The Sub Committee was led to believe that the Grants Review group would not be making a decision until sometime in April. On March 19th, I was informed that a final decision was to be made on Monday, March 25th. I personally phoned and hand delivered notices of a meeting for Friday, March 22nd in an attempt to facilitate the applications. This, of course,

made it extremely difficult for the Aldermen and others on the Sub Committee to attend. My request to the Arts Coordinator to personally check the applications as to an elected Board of Directors (5), non-profit status, etc. for this meeting was ignored.

I will be making a complete report to both the Sub Committee and the Parks and Recreation Committee, Thursday, April 4th. I would respectfully request that no final decisions on the grants be reached until the Sub Committee has an opportunity to report.

Yours truly

C R Renaud

Chuck Renaud
Chairman
Arts Advisory Sub Committee

FEBRUARY 14, 1991:

Mr. Sugden indicated all applications have now been received and will be forwarded to Sub Committee for recommendations. (See Minutes of meeting February 14, 1991)

Mr. Sugden stated that Grants Co-ordinator would compile an information report on the grants process for the information and clarification of the Sub Committee. (Not Received??)

FEBRUARY 28, 1991:

First meeting re Grants applications. This was a preliminary meeting to go over applications. NO report from staff was available as to accuracy of applications, etc. The Chairman, on the request of members, reluctantly agreed to share his personal assessment (after making some deletions because of remarks on some applications pertaining to members of committee). The Sub Committee reviewed the applications (25) and referred 15 of them back to staff, asking that the applications be checked and that staff contact applicants whose applications were not clear as to non profit status, elected Board of Directors (5), etc.

MARCH 7, 1991:

A meeting was held to go over applications. Mr. Beattie and Ms. York were both present at this meeting. At this meeting, "Schedule A", Arts Grants application review process were distributed by the secretary. Chairman distributed copies of 19 suggested questions to consider when evaluations grants. Mr. Beattie stated that staff had not had time to review the applications. The Sub Committee agreed to deal with those applications that, in their opinion, were substantially correct, with the understanding that staff would check the applications before the next meeting. The Arts Coordinator was specifically requested to check non-profit status, Board of Directors, etc. The secretary, Mrs. Reeder, volunteered to assist if necessary.

13 applications were dealt with at this meeting. Note: The Sub Committee were in agreement that, in the absence of a specific dollar amount from staff, the amount allocated for the Arts in 1990 would be used as a reference point for the year 1991. This, we felt, was keeping within the guidelines suggested by Council for a zero rate increase in 1991. (Note: Even though the amount distributed in 1990 was, we felt, well below the traditional funding given to the Arts organization in Hamilton previously). It was understood that we would evaluate the applications first as to recommended amounts and that when all valid applications were appraised, the Sub Committee would reduce and/or revise the amounts to reflect Council's wishes as to "zero based" funding for 1991.

15 applications were referred to staff with a request that they be monitored as to their compliance with Council's directions. The Arts Co-ordinator was directed by the Sub Committee to report back at the next meeting on compliance of applicants.

Mr. Beattie stated that a final decision by the Grants Review group would not be taken until late April.

On March 19th, in a conversation with the Arts Co-ordinator, I was informed the Grants Review group were to meet Monday, March 25th to assess the applications. I requested the Arts Co-ordinator to review the applications and be prepared for a meeting on Friday, March 22nd at City Hall. I personally called and/or delivered Notice of the meeting to Sub Committee members in an attempt to complete our initial review before this date.

MARCH 22, 1991:

Mr. Beattie and Ms. York were in attendance. No reports were available on the applications from staff. Mr. Beattie informed the Sub Committee that the Monday meeting would decide on the grants (not April 23 as we had previously thought). It was agreed, despite the absence of a report as to the completion and/or accuracy of the applications and the lack of proper notice, the Sub Committee would attempt to review the remaining applications.

Due to lack of time, it was not possible to review, and provide full comments on the applications as had been the Sub Committee's firm intent.

I must commend the members and, in particular, the two Alderman who served on the Sub Committee. On extremely short notice, they made every effort to deal with this matter in a fair, equitable manner.

It is, I feel, vital that the Sub Committee must be given a proper time frame if we are to serve Council and the Arts community in this and other matters.

I might state that it has never been the intent, nor, in fact, the practise, of this Sub Committee to usurp or infringe on the duties and responsibilities of Council or staff, but rather to attempt to provide as complete and honestly as possible a factual overview to assist Council in its deliberations.

Further, the Sub Committee has at all times been prepared to accept full responsibility for its actions before its peers.

SCHEDULE "A"

3.

ARTS GRANTS: APPLICATION REVIEW PROCESS

1. PROLOGUE

1.1 The Arts Advisory Sub-Committee requests that the City of Hamilton continue to approve the Sub-Committee's role in the review of arts grants applications.

1.2 This report will outline the review process from the Sub-Committee's perspective. It is the wish of the Sub-Committee that it fulfil an advisory role to the Parks and Recreation Committee and to Council by providing information and comments, and an advocacy role to the arts community by supporting the excellence, diversity and vitality of the arts in the City of Hamilton.

1.3 The Sub-Committee supports the use of City funds for grants to arts organizations. This is consistent with the arts policy's stated principles, i.e.

- Partnerships
- Excellence
- Awareness and Appreciation
- Fiscal Responsibility
- Access.

(See attached.)

1.4 The original policy objectives 12, 13, 14, 15, 18 (Funding section) are herein revised for presentation as an addendum in the 1990 updated version of "POLICY FOR THE ARTS". (Objectives 12, 13, 14, 15 and 18 are attached for your reference.)

2. CRITERIA OF GRANTS POLICY AND APPLICATION FORM

All Arts Grants applications must meet the criteria as defined in the Grants Application Form.

Applications missing any of the criteria will not be considered for a Grant.

Organizations requesting grants of $5 000 or more must include an audited financial statement of the previous year's activities.

The Grants Co-ordinator, Treasury Department, screens all applications upon receipt to ensure that criteria are met, e.g.

- applications received on or before the published deadline
- information accurate and complete

3. REVIEW PERIOD

Submitted applications from arts organizations are available at City Hall to members of the Arts Advisory Sub-Committee over a period of three weeks. It is expected that Sub-Committee members will avail themselves of this opportunity to study the documents.

4. REVIEW PROCESS

4.1 The information supplied by applicants will be treated in strictest confidence.

4.2 The municipal guidelines concerning conflict of interest will be respected. Members of the Sub-Committee with a direct interest in any application for funds will declare this information and abstain from commenting on the application.

4.3 Comments from the Sub-Committee will be forwarded to the Grants Co-ordinator and the Grants Review Group in the form of a report. The comments will be based on the following considerations:

(a) Need and purpose of City funding: benefits to the organization and to the City of Hamilton if funding is approved; impact on organization if funding is not approved.

(b) Managerial and fiscal competence as demonstrated by Board of Directors, professional staff capabilities, strength of volunteer programmes and review of financial documentation.

(c) Quality of programmes and/or activities.

(d) Ability to attract support as demonstrated by funding from other public and private sources.

5. ROLE OF THE ARTS CO-ORDINATOR

5.1 The Arts Co-ordinator will act as a liaison between the Grants Co-ordinator and the Sub-Committee; between the Grants Review Group and the Sub-Committee.

5.2 The Arts Co-ordinator will assist the Sub-Committee during the review with provision of information relevant to the grants process.

ATTACHMENT TO "ARTS GR.
APPLICATION REVIEW PROCESS
REFER TO SECTION 1.3

3.0 POLICY

3.1 Principles

The development of an arts policy for Hamilton was shaped by the following five major considerations:

Partnerships

The City of Hamilton recognizes that it is one agency among many, that it shares responsibility for local arts development, and acknowledges that co-operation with its partners would be in the best interests of all concerned.

Excellence

The City of Hamilton encourages the pursuit of excellence in the creative efforts of individuals and organizations at all levels of artistic activity.

Awareness and Appreciation

The City of Hamilton has a responsibility for enhancing and facilitating the general public's awareness of, and appreciation for, the local arts environment.

Fiscal Responsibility

The City of Hamilton supports all efforts to address the issue of responsible financial management and planning on the part of the arts community in the conduct of its business.

ATTACHMENT TO "ARTS GRANTS APPLICATION REVIEW PROCESS"
REFER TO SECTION 1.4

FUNDING

(a) To encourage the equitable distribution of available grant monies;

(b) To encourage the development of responsible accounting among arts grant applicants and recipients.

Objective #13

FUNDING

To encourage a partnership between the arts community and the City of Hamilton in the evaluation of arts grants.

Objective #14

FUNDING

To encourage and facilitate annual financial planning in arts organizations.

Objective #15

FUNDING

To ensure that arts grants increases reflect the annual rate of inflation.

Objective #18

FUNDING

To encourage a measure of self-reliance and entrepreneurship in the operation of all arts organizations.

4.

QUESTIONS

1. If a worthy cause has request for over $5,000 but no audit, can we downscale request to $4999 and give them support?

2. It is obvious that there are more and more ethno cultural events applying. To open the requests to all groups would be a disaster, to close it off completely would be shrinking our duty. Can we create a category with a top limit of perhaps $3,000 that they can apply for?

3. We must establish a policy for 1st timers that may not have a financial background?

4. Requests that are over 25% of costs should be automatically downscaled.

5. Does the city wish to have events in our community to improve the quality of life and attract tourists and industry?

6. What is the city prepared to pay to ensure that this occurs?

7. What is the best method to support the event?

8. What are checks and balances to make sure the city is getting value, quality and fiscal representation?

CITY OF HAMILTON

1991 GENERAL GRANT SUBMISSIONS

NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	Purpose/Comments (6)
1. The Advertising & Sales Club of Hamilton	$2,000.00	$ 1,260.00	N/A	$1,200.00	- Annual Civic Awards night
2. AIESEC McMaster	$4,500.00	NIL	N/A		- Careers day McMaster University
3. AKATUN Cultural Movement	$35,000.00	$1,000.00	$1,000.00		- Offset operational costs for Salvadorean Refugee Community
4. Around the Bay Road Race Committee of Hamilton Sertoma Inc.	$7,500.00	$ 5,000.00		$5,000.00	- COUNCIL APPROVED MAR. 12/91 (NOTE: Not Included in Totals)
5. Bay Area Jazz Society	$2,000.00	$1,000.00	$1,000.00		- Offset costs of 3rd annual Jazz festival
6. Boxing Club	$To pay rent on approx. 100 sq. ft.	NIL	N/A		- Not in operation for 1 year
7. Canadian Orpheus Male Choir	$7,000.00	$3,500.00	$3,500.00		- Offset operating costs
8. Cdn. (Hamilton) Country Music Coalition	$35,702.00	NIL	0		- Previously denied by Council
9. CCF(H) Carl Can	$169,905.00	NIL	0	$42,390.00	- Offset costs of festival - operational concerns
10. Catholic Family Services of Hamilton-Wentworth	$1,000.00	$1,000.00	N/A		- Recreational programs for disabled adults
11. Catholic Youth Organization (CYO)	$13,322.00	$13,320.00	N/A	$12,810.00	- Offset operating costs

CITY OF HAMILTON

1991 GENERAL GRANT SUBMISSIONS

	NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	PURPOSE/COMMENTS (6)
12.	Centre Francais Hamilton Inc.	$6,383.00	$1,050.00	N/A	$1,000.00	- Offset costs of summer camp and St. Jean Baptiste celebration
13.	Communita Racalmutese Maria SS. Del Monte Ontario Inc.	$20,000.00	$2,100.00	N/A	$2,000.00	- Offset annual festival costs
14.	Conqueror II Drum & Bugle Corps.	$25,450.00	$7,000.00	$7,000.00	$10,560.00	- Offset operating costs
15.	The Conserver Society of Hamilton	$15,500.00	N/A			- Withdrawn March 18, 1991
16.	Cycle Hamilton	$10,000.00	$7,880.00 T	N/A	$7,500.00	- Offset annual race costs
17.	The Dictionary of Hamilton Biography	$15,000.00	$5,250.00	N/A	$5,000.00	- Offset publicaton costs of Volume II
18.	The Downtown Hamilton Business Improvement Area (B.I.A.)	$15,000.00	NIL	N/A		- Offset costs of downtown Music Fest. - already funded by Rec.
19.	Drum Corps International (Canada)	$12,000.00	$7,000.00 T	$7,000.00	$5,000.00	- Offset operating costs increase due to additional labour costs at Ivor Wynne
20.	(Hamilton-Wentworth Creative Arts Inc.) Earthsong & Canada Day Celebrations	$70,000.00	$42,000.00	$70,000.00	$80,000.00 for all Festivals	- Offset annual festival costs
21.	Environmentalists of the Year Dinner Committee	$1,190.00	$1,100.00	N/A	$1,050.00	- Offset annual dinner costs

CITY OF HAMILTON

1991 GENERAL GRANT SUBMISSIONS

	NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	PURPOSE/COMMENTS (6)
22.	(Hamilton-Wentworth Creative Arts Inc.) Festival of Friends	$80,000.00	$42,000.00	$80,000.00	See Item #20	- Offset annual festival costs
23.	First Place Hamilton	$10,500.00	$6,830.00	N/A	$6,500.00	- Offset Seniors recreational Programs
24.	The Grecian Festival	$10,000.00	$2,000.00	0		- Offset annual festival costs
25.	Gujarati Heritage Language Class of Hamilton and Region	$3,000.00	NIL	N/A		- Offset Heritage Language Classes - limited access
26.	Hamilton All Star Jazz Band Inc.	$5,000.00	$5,000.00 T	$4,999.00	$5,000.00	- Offset operational costs
27.	Hamilton Artists' Inc.	$12,000.00	$9,000.00 T	$9,000.00	$9,500.00	- Offset operational costs
28.	Hamilton Bay Sailing Club	$60,000.00	CAPITAL	N/A		- Capital grant to build facility at Pier 4 Park
29.	Hamilton Brier 1991 Inc.	$68,000.00	NIL	N/A		- Operational grant - outstanding interest free loan
30.	Hamilton Cardinals Baseball Club	$10,000.00	$2,630.00	N/A	$2,500.00	- Offset operational costs
31.	Hamilton Children's Choir	$700.00	$700.00	$700.00	$700.00	- Offset operational costs

CITY OF HAMILTON

APPENDIX A

1991 GENERAL GRANT SUBMISSIONS

	NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	PURPOSE/COMMENTS (6)
32.	Hamilton Community Concert Association	$10,000.00	$1,000.00	$1,000.00	$3,320.00	- Offset operational costs
33.	Hamilton Concert Band	$3,500.00	$3,500.00	$3,500.00	$3,500.00	- Offset operational costs
34.	Hamilton & District Baseball Association	$12,500.00	$5,250.00	N/A	$5,000.00	- Offset operational costs
35.	The Hamilton and District Chrysanthemum and Dahlia Society	$300.00	$300.00	N/A		- Offset operational costs
36.	Hamilton and District Labour Council	$1,000.00	$1,000.00	N/A	$1,000.00	- Offset Labour Day
37.	Hamilton Folk Arts Heritage Council	$40,000.00	$22,000.00	$10,000.00		- Offset costs of festival
38.	Hamilton Gallery of Distinction	$7,500.00	$5,000.00	N/A		- Offset costs of awards night
39.	Hamilton Horseshoe Pitching Club Inc.	$4,000.00	$2,000.00	N/A		- Offset costs of hosting tournaments
40.	Hamilton Hurricanes Football Club	$2,000.00	$2,000.00	N/A	$2,200.00	- Offset rental costs of H.A.A.A.
41.	Hamilton Kiwanis Music Festival	$2,700.00	$2,630.00	$2,700.00	$2,500.00	- Offset annual festival costs
42.	Hamilton Ladies Slo-Pitch Softball Association (Inc.)	$3,500.00	$2,630.00	N/A	$2,500.00	- Offset annual tournament costs
43.	Hamilton Ladies Selects Soccer Club	$1,000.00	$530.00	N/A	$500.00	- Offset operating costs
44.	Hamilton Minor Football Association	$37,634.42	$15,750.00	N/A	$15,000.00	- Offset operating costs

CITY OF HAMILTON

1991 GENERAL GRANT SUBMISSIONS

	NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	PURPOSE/COMMENTS (6)
55.	India Canada Society	$7,900.00	$1,000.00	N/A		- Offset costs multi media resource material
56.	The John Laing Singers	$4,500.00	$2,000.00	$2,000.00		- Offset costs of producing cassette tape
57.	Junior Achievement	$7,500.00	$7,500.00	N/A	$7,500.00	- Offset operating costs
58.	Just Phone	$34,000.00	NIL	N/A		- Social Service Program
59.	Lincoln Alexander Cultural Centre	$169,905.00	NIL	0	0	- Duplicaton of request for Cari-Can Festival
60.	Luso-Cdn. Cultural Council of Hamilton	$10,000.00	NIL	Disallowed (not operational for a year)		- Not operational for a year
61.	McQueston Community Association	$2,000.00	NIL	N/A	0	- Offset operating costs - mostly Social Services
62.	The Missions of Seamen (Niagara Int'l Seafarer's Centre)	$15,000.00	NIL	N/A		- Offset costs (Social Service Program)
63.	Mount Hamilton Hort. Society	$1,000.00	$420.00	N/A	$400.00	- Offset operating costs
64.	1991 National Lawn Bowling Championships Committee	$2,500.00	N/A	N/A		- Convention/Reception - National Championships

CITY OF HAMILTON

1991 GENERAL GRANT SUBMISSIONS

	NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	PURPOSE/COMMENTS (6)
45.	Hamilton Old Boys Football League	$24,000.00	$2,000.00	N/A		- Offset operating costs
46.	The Hamilton Safety Council	$23,000.00 + audit costs	$23,000.00	N/A	$23,000.00	- Offset operating costs
47.	Hamilton Santa Claus Parade	$25,000.00	$18,400.00 T	N/A	$17,500.00	- Offset annual parade costs
48.	Hamilton-Stoney Creek Skating Club	$10,000.00	$2,000.00		$500.00	- Offset operating costs
49.	Hamilton Sports Challengers	$4,000.00	$2,000.00			- Offset equipment & training costs for disabled children
50.	Hamilton Theatre Inc.	$25,000.00	CAPITAL T	0 CAPITAL	0	- Capital requests to offset costs of heating system & replace windows
51.	(Parent Sponsoring Committee of) 150 Hamilton Tiger Squadron Air Cadets	$2,000.00	$1,500.00	N/A		- Offset operating costs
52.	Hamilton-Wentworth Aquatic Club	$13,000.00	$2,000.00	N/A		- Offset operating costs
53.	Harlequin Singers of Hamilton	$6,000.00	$2,000.00	$2,000.00 (from capital funds)	$2,000.00	- Offset costs of new uniforms
54.	91st Highlanders Athletic Association	$ to be determined??? T		N/A	$50,000.00	- Request for 1992 games NOTE: amount not included in totals 1991 Grant

CITY OF HAMILTON

1991 GENERAL GRANT SUBMISSIONS

	NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	PURPOSE/COMMENTS (6)
65.	National Youth Orchestra Association of Canada	$500.00	$500.00	$500.00	$500.00	- Offset operating costs
66.	Native Indian/Inuit Photographers' Association (NIIPA)	$10,000.00	$7,350.00	$7,500.00	$7,000.00	- Offset operating costs
67.	The Navy League of Canada	$1,500.00	$1,500.00	N/A	$1,500.00	- Offset operating costs
68.	North End Children's Centre Inc.	$30,000.00	NIL	N/A		- Offset costs of renovations to provide access for disabled (Social Service Program)
69.	(Ontario Blind Golfers Association) Ontario Visually-Impaired Golfers Corp.	$2,000.00	$1,700.00	N/A	$1,700.00	- Offset golf costs
70.	Rainy Gaglani	$3,700.00	NIL	N/A		- Not anorganized non-profit group (Social Service Program)
71.	RHLI The Royal Hamilton Light Infantry (Wentworth Regiment) -- Museum	$3,000.00	$2,000.00	N/A		- Offset costs of expanding display units, computerize collection records
72.	Ridge Raiders Drum and Bugle Corps	$15,000.00	$5,000.00	$4,900.00		- Offset operating costs
73.	Roxborough PARC East End Multi-Service Centre	$505.00	$500.00	N/A		- Offset costs sound proof moveable dividing wall for Senior's Centre

CITY OF HAMILTON

1991 GENERAL GRANT SUBMISSIONS

	NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	PURPOSE/COMMENTS (6)
74.	Running Hall of Fame	$1,950.00	$500.00 T	N/A		- Offset costs of road race
75.	Saint Anthony's Feast Inc.	$10,000.00	$2,100.00	N/A	$2,000.00	- Offset annual festival costs
76.	Regional Association of Co-ordinators of Volunteers (St. Elizabeth Visiting Nurses' Assoc.)	$10,802.00	$8,400.00	N/A	$8,000.00	- Annual volunteer recognition reception
77.	Saint Michelle Arcangelo Celebration	$3,000.00	NIL	N/A		- Religious event - limited public access
78.	Sir Ernest MacMillan String Ensemble	$7,400.00	$1,000.00 T	$1,000.00	$7,100.00	- Offset operating costs - reduced public support
79.	(Greater Hamilton Symphony Association) Symphony Hamilton	$8,300.00	$8,090.00	$8,300.00	$7,700.00	- Offset operating costs
80.	Toy Town Troupers Theatre Company	$24,000.00	NIL	0	$6,000.00	- Offset operating costs - lack of financial need
81.	Theatre Aquarius	$50,000.00	$42,000.00	$50,000.00	$40,000.00	- Offset operating costs

CITY OF HAMILTON

1991 GENERAL GRANT SUBMISSIONS

NAME OF ORGANIZATION (1)	AMOUNT REQUESTED (2)	PROPOSED RECOMMENDATION (3)	ARTS ADVISORY RECOMMENDATION (4)	1990 GRANT (5)	PURPOSE/COMMENTS (6)
82. The Tivoli Foundation for the Performing Arts	$250,000.00 ($750,000.00)	CAPITAL Interest Free Loan	Request endorsed		- Offset costs of renovating Tivoli Theatre
83. Transway Basketball	$4,000.00	$2,100.00	N/A	$2,000.00	- Offset operating costs
84. Wesley Urban Ministries	$ 97,398.00	$ NIL	$ NIL	$ 5,000.00	- Funding of $46,000 in Recreation Budget
84 Applications	$1,765,146.42	$372,770.00	$277,599.00	$367,630.00	

27 March 1991

217,270 - 277,599

ARTS REVIEW GROUP 217,270.00

under spent - $35,500

ARTS. SUB COMMITTEE 277,599.00

OVER 2527.70

$24,829.

City of Hamilton
Treasury

1991 GRANTS BUDGET – AN OVERVIEW

1991 BUDGET		$600,000
LESS:		
COMMITTED GRANTS:		
PUBLIC HOUSING	$95,500	
McMASTER/MOHAWK UTILITIES	$12,000	
CHRISTMAS LIGHTING PROGRAM	$8,500	
FIRE DEPARTMENT BAND	$6,000	
ADVERTISING GRANT APPLICATIONS	$1,000	
	$123,000	($123,000)
		$477,000
CONVENTION/RECEPTION ALLOCATION		$47,000
SUB-TOTAL		$430,000
LESS: 1991 COUNCIL APPROVED GENERAL GRANTS		
– HAMILTON SPECTATOR INDOOR GAMES	$50,000	
– AROUND-THE-BAY ROAD RACE	$5,000	
	$55,000	($55,000)
UNALLOCATED GRANT FUNDS – TO FINANCE GENERAL GRANT REQUESTS		**$375,000**
1991 GENERAL GRANT REQUESTS (SEE ATTACHED APPENDIX A)		$1,765,150
SHORTFALL OF FUNDS		**($1,390,150)**

28-Mar-91

SUMMARY

What went wrong in 1991.

a) Grant submission deadline was moved back two months from October 31st to January 31st. The committee was not consulted and the committee endorsed the earlier date to facilitate time to do proper research.

b) The committee requested a specific amount to work with repeatedly from staff but we were never given any indications as to a cap on requests. We were told to hold the line at 1990 totals but we were never told that amount until our last deliberation. We were virtually working in the dark.

c) On November 15, 1990, Mr. Beatty sent a memo that (section 1(a) VI)....that any organization which has an approved grant of $5,000 or more must supply an audited financial statement of their prior year's operations before any grant payments are made....No audit - no grant.

d) Later the Arts Coordinator, at our request, supplied the committee with a report on 1990 funding for the arts. The total commitment was listed at $252,770. The committee worked to meet that goal.

e) When the committee realized that the staff follow up work was not being done by the staff, the committee reviewed all complete applications. The incomplete and doubtful ones were put aside to give staff more time to do their job. This report has not been received to date.

f) The incomplete and doubtful applications were adjudicated in a hastily called meeting. This meeting was called when informed that Grants review group were to meet earlier than reported.

WHAT IS RECOMMENDED

1) The F & A committee should set the cap for total grants based on an average of the last three years.

2) The grants applications should then be turned back to the Arts Advisory subcommittee to alter judiciously to meet the fixed total.

3) The Grants Review group should not sit in judgement of amounts unless there is a glaring discrepancy in the grant application. If a difference of opinion occurs, both recommendations should go to F & A with comments.

4) All of the above should be done before releasing any facts or figures to the groups or press.

REASONING:

If the Arts Advisory Sub Committee is to be taken seriously by both the Arts community and the general citizenry, and if the Arts Advisory Sub Committee is to give peer overview to the grants process, we need not only to be seen to have standing but our recommendation must be seen to have consideration by the F & A and Council.

7.

ARTS GRANTS 1990

Total allocations: $252,770

(Note - this includes 10,000 grant RE Dutch Festival feasibiity study)

GENERAL GRANTS BUDGET 1991

		600,000
Less Committed Grants:		
Public Housing	95,000	
Mac/Mohawk Utilities	12,000	
Chrstms Lighting	8,500	
Fire Dept Band	6,000	
Conventions/ Receptions	47,000	
Spec Indoor Games	50,000	
Around the Bay Rd Race	5,000	
Unallocated Funds (General Grants)		375,000

8.

March 4, 1991

Chuck Renaud
Chairman, Arts Advisory Sub-Committee

Dear Chuck,

Re: ROLE OF ARTS ADVISORY SUB-COMMITTEE IN REVIEW OF CITY GRANT REQUESTS

While pondering the current process by which the Sub-Committee reviews the grant requests I dug out the attached material from the Department of Culture and Recreation's official Master Plan (1985) which gives us a starting point from which to develop a procedural manual for the review process. Although many things have changed since 1985 the principles on which the attached recommendations are based are still, I think, useful for our purposes.

You'll notice that many of the recommendation put forth have been implemented. There are, however, three areas that we should consider as part of our role in future grant request reviews. I envision these areas as follows:

* Development of a grants review procedural manual outlining the main criteria for assessing grant request. This manual will be useful to detail exactly what happens to an application and where it goes once it is received by the City and will provide some consistency of review criteria over the long term, regardless of who sits on future Sub-Committees. A manual will also document for the Grants Review Group and the Parks and Recreation Committee exactly how we see our role and function in the whole process.

* As the Arts Advisory Sub-Committee one of our primary functions is to act as a link between the municipal government and the outside groups that form Hamilton's arts community. In many respects we have lost sight of that function. When the grant requests come up for review this provides us with an ideal opportunity to liaise with the applicants, help them develop the best possible grant application, and generally assist the community groups in "putting their best foot forward" , so to speak. Based on the model that the Hamilton Foundation has this would mean each member of the Sub-Committee would be assigned one or two applicants, visit them and come back with a full report plus recommendations for improving their application. This counselling role will serve to improve the quality of applications, thereby making our job easier and, in the long run, enable the arts community to increase its overall level of funding.

* Along similar lines, another important function for the Sub-Committee members will be to monitor the applicant groups throughout the year. Those of us assigned to particular groups could arrange to attend one or two events, one or two Board meetings or have the group's representatives make interim presentations to the Sub-Committee. Our only contact with the majority of these groups is when the annual grants review happens. This is not sufficient.

In summary, the Arts Advisory Sub-Committee should consider "filling out" its role on behalf of the arts community by:

Developing an arts grants review manual
Implementing an advisory/counselling role prior to application time
Implementing a consistent monitoring function throughout the year.

It may be useful and helpful to work on a plan along these lines for next year.

Sincerely,

Liz Robinson

QUESTIONS TO CONSIDER WHEN ASSESSING ARTS GRANT APPLICATIONS

2.

1. What is the taxpayer getting for their dollar?
2. How many people will the programme employ?
3. How many people will the programme reach?
4. What is the tourist potential?
5. Does the group produce quality work? Will it raise Hamilton's profile nationally, internationally?
6. How long has the group been in existence?
7. What is the track record on this or other programmes?
8. Will the work of the group develop the potential of local author, actor, playwright, technicians, audiences, artists, etc.
9. Is the grant being requested to offset a deficit?
10. If there is a profit, how is it distributed?
11. Does a group receive subsidies such as free or cheap rental?
12. Is there some component of the programme that will provide free or very reasonable access to seniors, students, or the disadvantaged?
13. Is the amount of the grant request realistic and relevant to service provided to the City?
14. Is there duplication of other City services?
15. Is the applicant a registered non-profit Hamilton group?
16. Do they have an elected board of directors?
17. Did the application arrive before the deadline?
18. Is there an audited statement of the previous years activities for applications over $5,000.?
19. Do they receive only City and not Regional funding?

- o the development of a revised organizational structure which responds to these objectives as well as incorporating the new or revised functions and positions recommended in this Master Plan. Specifically:

  Recommended Functions

  -increased planning function
  -improved co-ordination and provision of public leisure information
  -leisure training and educational counselling

  Recommended Positions

  -Museum Director
  -Museum Technical Support
  -Arts Specialist
  -Information Officer.

.8 MUNICIPAL GRANTS POLICY

.8.1 Synopsis

here is a lack of continuity in the grant request and approval process within the unicipality. This has increased the possibility of duplication of effort and confusion and isunderstanding among various groups.

he city has formally recognized this issue and recommended as of September 17, 1984 at an ad-hoc grant sub-committee be established.

his sub committee recommended that:

- all requests for grants be received considered and recommended by one committee - mainly the grant sub committee of the finance committee - in place -
- that resource and secretarial staff be provided by the Treasury Department. - currently insufficient

he sub-committee also recommended that revised grant packages be approved for two eparate grant functions; a) grants to outside bodies - related to requests for financial ssistance by organization for general purposes and the following special events grants; estival of Friends, Round the Bay Road Race, Hamilton Folk Arts Council, Hamilton nternational Air Show, Festitalia and the Santa Claus Parade. b) convention or reception rants related to requests for financial assistance by organizations hosting or staging arious events in Hamilton (presently known as legislative grants). ?

he use of two separate application forms, one for general grant requests which will equire extensive documentation and the other for the convention/reception type grants as recommended. ?

n initial review of the request for financial assistance would be carried out by a Grant eview Group consisting of the Chief Administration Officer, the Treasurer and the irector of the Department of Culture and Recreation. This group would monitor the equests for completness and eligibility prior to forwarding to the grant sub committee. NOT ALWAYS FOLLOWED

ll requests for grants would then be considered by a Grants Sub-Committee which would ake recommendations to the Finance Committee for final approval by City Council.

The Committee would review applications to ensure that the requests meet the criteria of the policy.

They would also set up meetings with the organizations to clarify any ommissions or problems with the applicant's submission. ← NOT DONE: SHOULD BE IMPLEMENTED

After an in-depth review of each proposal this Committee should present its funding recommendations to the Finance Committee. O.K.

This Committee would receive, evaluate and recommend requests from all groups including the leisure community.

Throughout the process the Department of Culture and Recreation should:

- ensure that a press release is distributed to the media in the Fall of each year regarding the availability of a financial assistance kit. O.K.
- advise groups and organizations of Council's decisions O.K.
- yearly review of policy and requests O.K.
- receive requests and acknowledge receipt ?
- decide if additional information is required — O.K.
- act as a liaison between applicants and Committee → DEFACTO NOT DONE
- assist groups requesting assistance in preparing submissions. This is important to ensure that not only those groups individuals with the greatest sophistication receive grant approval. This should be recognized as an appropriate staff function and incorporated into the revised Departmental organizational structure and relevant staff job description. → ARTS ADVISORY COMTE/STAFF SHOULD BE MORE ACTIVE IN COUNSELLING/ ADVISORY CAPACITY
- prepare annual request budget. - OVERALL BUDGET SHLD BE PREPARED - NOT JUST APPROVAL OF INDIV. GRP's GRANT REQUESTS.

Organizations seeking financial assistance should be required to:

- forward all applications
- provide additional information as required
- provide annual report and latest financial statement and proposed current budget details
- document their efforts to obtain funds elsewhere
- provide information pertaining to the expected duration of financial contribution from the City.
- provide a detailed explanation as to what effect there would be on service offered should City financial assistance not be granted.
- propose what services-in-kind could be offered to the community.

Some of the events falling under the special events budget and the coaches Banquet and Hall of Fame Induction Ceremonies, now the responsibility of the Finance Committee should be considered services provided by the City rather than grants and therefore responsibility for these should be transferred to the Culture and Recreation Department.

A typical grants application package was also recommended.

In general the intentions of the sub-committee are to be commended. There is a need to rationalize and co-ordinate the funding activities of the City and the suggested methods are certainly a step in the right direction.

However, there are certain aspects of their recommendation which appear to require further examination and refinement. The following presents a number of changes to the sub-committee's recommendations.

4.8.2 **Municipal Grants and Funding - Future Directions**

a) Developing the Policy

A municipal grants policy formally recognizes the social, recreational and cultural contribution that voluntary agencies have made and will continue to make to the quality of life in Hamilton. In order for these and newly created organizations to effectively carry out their respective responsibilities, financial support is required. The City is only one of the possible funding sources helping these organizations to meet their operating costs.

It is important to regard grants as essentially contracts for services to the City. In terms of restraint and increasingly tight budgets, grants to community groups are often pared from budgets at the outset. This is a mistake, as the dollar value for contribution and service is often greater than for most expenditures.

- more or less complete -

The City should establish a policy and procedures manual for requests for financial assistance to recreation and cultural groups specifically and the community in general. It is important that the needs of recreational and cultural groups are assessed within the context of other groups requesting assistance and within the context of the City's overall financial priority. However, it would seem appropriate to develop more detailed funding categories than those recommended by the sub-committee.

A Funding sub committee should be established to refine the terms of reference of this policy. This Committee should consist of:

- o the Director of Culture and Recreation Department
- o the City Treasurer
- o the C.A.O.
- o Chairman of Parks and Recreation Committee.

ARTS ADVISORY SUB-COMTE.

In addition to this Committee, and not part of the City's proposal, a Citizens Advisory Committee including representatives of the leisure community should be established to review these policies and procedures.

The policy should ensure that;

MANUAL # 1

- o the requested service, activity or program is accessible to the community at large.

#2 o the funds or assistance granted will be administered by a competent body.

#3 o an adequate administration system of review and counselling takes place with those making requests. → NOT DONE

#4 o a proper system of monitoring and accountability is developed and maintained between the community group or association requesting and receiving approval from City Council. → NOT DONE OTHER THAN REQUEST FOR AUDIT

The policy should include the following components:

- o statement of purpose
- o power to make grants
- o final authority
- o goals, objectives and basic principles
- o grants committee function and composition
- o grant categories
- o guidelines and process
- o restrictions
- o appeal process

The process to publicize and receive applications must be established in a manner to ensure that information about grants is made available to all in an equitable manner. In this regard it may be necessary to offer guidance and counselling service to some groups/associations. 1*

As stated above it would be desirable to develop specific grant categories which would include at least:

- o arts
- o heritage
- o recreation

ARE THESE CATEGORIES USED ?

b) Recommended Procedures

Once a funding grants policy and procedure manual is developed a Funding/Grants sub committee should be established. Ideally this committee should include: IMPERATIVE

- o City Treasurer
- o C.A.O.
- o Chairman of Parks and Recreation Committee
- o Representative of Leisure Services Citizens Advisory Committee
- o Director of the Department of Culture and Recreation

his committee would also be responsible for monitoring the applications to ensure at the groups provide the service indicated in their request. ESSENTIAL FUNCTION OF ARTS ADVISORY

c) Specific Assessment Criteria Used by the Funding/Grants Committee

This section outlines the specific criteria that the Funding/Grants Committee should use in determining whether a group or organization qualifies for consideration, and as a guide in determining the recommended level of City funding to the organization.

USEFUL AS A BASIS FOR ADJUTICATION AND DEVOLPM'T. OF "GRANTS MANUAL"

- Has the organization's proposal clearly identified the specific problems or gaps in service in the community?
- Has the organization developed theoretical assumptions concerning the nature of the problems identified and their possible solution? Have goals (long and short term) been established for the organization?
- Have the objectives of the program been clearly stated in quantifiable terms?
- Are the services to be offered available to the general public?
- Since volunteers are an integral part in community service, the organization shall show evidence of a commitment to some volunteer involvement in the day-to-day provision of services.
- Where volunteers are to be used, have appropriate tasks been identified for assignment?
- Has the organization indicated how the service will relate to the existing pattern of other services?
- If the program is new or expansionary, has the program proposal allowed for a start-up or developmental stage, and if so, is it realistic?
- Is the program or service outlined in enough detail to evaluate its merit?
- Did the organization indicate what existing community resources will be utilized and how?
- Is the organizational and administrative structure clearly outlined? Do they have an updated organization chart?
- Is the governing body clearly responsible for program planning and implementation and are they active in the operation of the organization?
- To what extent have service users been involved in program planning?
- Can the service be evaluated? Can a unit cost be projected?
- Is there provision for the necessary recording and retrieval of information on which to base evaluation?
- Has the program duration been outlined?
- Is the basis for client entry into the service specified?
- Will there be continuation of service to client group on termination of financial assistance from the City?

EXHIBIT "B"

Applications for Grants, 1990 (Artists, Arts Organizations) - SUMMARY

APPLICANT	REQUEST	SUB-COMMITTEE COMMENTS	ACTUALS
1. Cari-Can Festival	$90,000	$7,000 + Inflationary increase	42,390
2. Conqueror II Drum and Bugle Corps	26,814	10,000 + Inflationary increase	10,560
3. Drum Corps International (Canada)	5,000	5,000 + Inflationary increase	5,000
4. Hamilton All Star Jazz Band	5,000	5,000	5,000
5. Hamilton Artists Inc.	9,500	9,500	9,500
6. Hamilton Children's Choir	700	700	700
7. Hamilton Community Concert Association	10,000	3,140 + Inflationary increase	3,320
8. Hamilton Concert Band	3,500	3,500	3,500
9. Hamilton Kiwanis Music Festival	2,500	2,500	2,500
10. Hamilton-Wentworth Creative Arts Inc.	120,000	89,000	80,000
11. Hamilton Theatre Inc.	20,000	10,000	------
12. (The) Harlequin Singers	6,000	2,000	2,000
13. Music Here & Now	1,000	1,000	1,000
14. National Youth Orchestra of Canada	500	500	500

Applications for Grants, 1990 (Artists/Arts Organizations) - SUMMARY continued

APPLICANT	REQUEST	SUB-COMMITTEE COMMENT	ACTUALS
15. Native Indian/Inuit Photographers' Association	14,287	7,000	7,000
16. (The) Players' Guild of Hamilton	10,000	5,000	5,000
17. Schiehallion Dancers	2,000	No Comment or Recommendation	------
18. Sir Ernest MacMillan Ensemble	7,100	7,100	7,100
19. Symphony Hamilton	7,700	7,700	7,700
20. Theatre Aquarius	40,000	40,000	40,000
21. Theatre Terra Nova	12,000	12,000	4,000
22. Toy Town Troupers	22,000	6,000	6,000

10.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Mr. K. Beattie
Grants Co-Ordinator
Treasury Department

YOUR FILE:

FROM: Mrs. Susan K. Reeder, Secretary
Arts Advisory Sub-Committee
City Clerk's Department

OUR FILE:
PHONE:

SUBJECT: **Recommendations of the Arts Advisory Sub-Committee with respect to the 1991 Art Grant Applications.**

DATE: 1991 March 26

As you are aware the Arts Advisory Sub-Committee has met on three occasions to discuss and make recommendations on the 1991 Art Grant Applications. Please be advised that the following list is the recommended Grant amounts made by the Arts Advisory Sub-Committee for the following Art Grant Applications:

1. Canadian Orpheus Male Choir.
   - $3,500.00

2. (a) Conqueror II Drum & Bugle Corps.
   - $7,000.00

   (b) Ridge Raiders Drum & Bugle Corps.
   - $4,900.00

   (c) Drum Corps International (Canada) - 1991 Summer Music Games.
   - $7,000.00

3. Hamilton Children's Choir.
   - $700.00

4. Earthsong & Canada Day Celebrations
   (Hamilton Wentworth Creative Arts Inc.)
   - $70,000.00

5. Festival of Friends (Hamilton Wentworth Creative Arts Inc.)
- $80,000.00

6. Hamilton Concert Band.
- $3,500.00

7. Hamilton Kiwanis Music Festival.
- $2,700.00

8. The John Laing Singers.
- $2,000.00

9. National Youth Orchestra Association of Canada.
- $500.00

10. Greater Hamilton Symphony Association (Symphony Hamilton)
- $8,300.00

11. Theatre Aquarius.
- $50,000.00

12. Hamilton Folk Arts Heritage Council.
- $10,000.00

13. Akatun Cultural Movement.
- $1,000.00

14. Hamilton Artists Inc.
- $9,000.00

15. Hamilton All Star Jazz Band Inc.
- $4,999.00

16. Bay Area Jazz Society.
- $1,000.00

17. Hamilton Community Concert Association.
- $1,000.00

18. The Harlequin Singers of Hamilton.
- $2,000.00 (from Capital funds)

19. Sir Ernest MacMillan String Ensemble.
- $1,000.00

20. Native Indian/Inuit Photographers' Association.
- $7,500.00

21. Luso-Canadian Cultural Council.
- disallowed - have not completed first year, thus ineligible.

22. Cari Can Festival.
- 0 - no grant - due to lack of substantial financial documentation.

23. Lincoln Alexander Cultural Centre.
- 0 - no grant - due to lack of substantial financial documentation.

24. The Grecian Festival (Greek-Canadian Orthodox Church)
- 0 - no grant - Church organization, thus ineligible.

25. Toy Town Troupers Theatre Company.
- 0 - no grant - not a non-profit organization.

26. Canadian (Hamilton) Country Music Coalition.
- 0 - no grant - not a non-profit organization.

27. Hamilton Theatre Inc.
- 0 - no grant - Capital grant request.

Trusting that confirmation of the Sub-Committee's recommendation will be of assistance to the members of the Grants Review Committee when making their final recommendations to the Finance and Administrative Committee. It is the Sub-Committee's understanding that you will be reporting the Grants Review decisions with respect to Grants and also reporting to Finance and Administration Committee on the Arts Advisory Sub-Committee's recommendations for these applications.

Susan K. Reeder

c.c.- Mr. Chuck Renaud, Chairman
Arts Advisory Sub-Committee
- Ms. Cheryl York, Arts Co-Ordinator
Culture & Recreation Department

APR 03 '91 15:29 TO 5258292 FROM CULTURE RECREATION T-150 P.04

11.

City of Hamilton: Grants to Performing Arts Organizations
1974 - 1990

1974	16,086	
1975	19,270	
1976	23,060	
1977	22,000	
1978	49,100	
1979	44,200	
1980	125,500	
1981	206,760	
1982	207,798	
1983	133,200	
1984	115,800	
1985	174,440	
1986	165,910	
1987	242,990	
1988	246,000	
1989	345,010	all others 90,030
1990	252,770	

12.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO:	Chairman and Members Arts Advisory Sub-Committee	YOUR FILE:
FROM:	Mrs. Lynn Dale, Secretary Parks and Recreation Committee	OUR FILE: PHONE: 546-2728
SUBJECT:	**MANDATE AND GUIDELINES**	DATE: 1990 November 9

This will confirm that the Parks and Recreation Committee at its meeting held 1990 November 06 approved the following recommendation:

> "That the Terms of Reference for the Arts Advisory Sub-Committee as adopted by City Council on 1989 December 12, be amended to include the Mandate and Guidelines for the Arts Advisory Sub-Committee, appended hereto as Schedule "A".

Lynn Dale

cc: Mr. R. Sugden, Director of Culture and Recreation

Mrs. M. Havelka, Manager of Cultural Services

Ms. C. York, Arts Co-ordinator

Miss C. Coutts, City Clerk's Department

Mandate - Arts Advisory Sub-Committee

1. To act in an advisory capacity to the Parks and Recreation Committee on the arts and on arts related matters.

2. To monitor and review on a regular basis the "Policy For The Arts" and to meet annually with the arts community for its input and information.

3. To administer the Hamilton Arts Award annually.

4. To provide an annual review regarding grants applications from arts organizations.

5. To liaise and communicate with other arts groups and agencies both within and outside of Hamilton in order to promote co-operative responses concerning arts issues and to encourage joint programmes where feasible.

6. To promote community-wide appreciation for and access to the arts.

Arts Advisory Sub-Committee

Guidelines for Members

I. Roles and Responsibilities

1.0 The composition of the Arts Advisory Sub-Committee will attempt to reflect the broad spectrum of arts interests in the community, including but not limited to, theatre, dance, music, literature, the visual arts and mixed media disciplines.

2.0 Members are expected to share their skills and expertise as concerned volunteers.

3.0 The Arts Advisory Sub-Committee may provide representatives to sit on other civic Committees and external bodies concerned with the arts.

3.1 1) These representatives shall be selected by the Sub-Committee as a whole.

2) These representatives shall present regular reports to the Sub-Committee concerning Committee activities.

3) All members are expected to sit upon various internal and external Committees, as required.

4.0 The Chairperson, or in the absence of the Chairperson, the Vice-Chairperson shall act as the spokesperson for the Arts Advisory Sub-Committee. The Chairperson may delegate this authority if it is deemed appropriate, due to another member's greater expertise or interest in an issue or due to the absence of the Chairperson. The Chairperson shall report to the Parks and Recreation Committee.

II. Guidelines for Conduct of Members

Sub-Committee Members shall:

1.0 Conduct themselves in such a manner whereby the reputation and standing of the Art Advisory Sub-Committee is upheld and enhanced.

2.0 Regard as confidential all information contained is documents relating to applications for grants submitted by artists and arts organizations to the City Treasury Department.

3.0 Disclose a conflict of interest in any matter that may be presented to the Sub-Committee and abstain from discussion or voting in such matters.

4.0 Obtain Sub-Committee or staff approval prior to making any verbal or written public statement which purports to be the view of the Sub-Committee.

4.1 Personal views shall be acknowledged as such.

5.0 Obtain prior approval from the Sub-Committee, before initiating or offering the tacit or active support of the Sub-Committee to any project which would involve the Sub-Committee, or a Department of the Corporation of the City of Hamilton.

6.0 Endeavour to attend all regularly scheduled meetings and advise the Secretary when unable to do so. Members will be requested to resign in the event that:

i. three consecutive meetings are missed

ii. a majority of meetings throughout the year are missed.

III. Guidelines for Meetings

1.0 The Sub-Committee will be composed of eleven citizen members, plus two representatives of City Council.

1.1 A term will extend from January 1 of the first year to December 31 of the third year.

1.2 Notice for new members will be posted in the Hamilton Spectator in October, for appointment by the Parks and Recreation Committee in November/December.

1.3 In the event that a vacancy exists before a term has ended, the Sub-Committee may recommend a replacement to the Parks and Recreation Committee.

2.0 Meetings of the Sub-Committee will be scheduled on a monthly basis.

2.1 Additional or alternate meetings may be held at the discretion of the Chair.

3.0 A record of Meetings will be kept by a representative of the City Clerk, acting as Secretary.

4.0 Officers of the Sub-Committee (Chairperson, Vice-Chairperson, Sub-Committee Chairpersons) will be elected, by secret ballot, at the first meeting of the Sub-Committee held at the beginning of a new term of service.

5.0 The Chairperson will meet with the Arts Co-ordinator and Secretary prior to each regular meeting to review agenda items and determine the necessity for meeting.

6.0 A quorum shall consist of a simple majority of the total members.

6.1 If within 30 minutes of the time called for the meeting, there is no quorum, the meeting will stand adjourned, pending the next regular meeting or call of the chair.

7.0 Only members present at the meeting will vote. If a conflict of interest exists involving a member, that member will declare a conflict and refrain from discussion and voting.

8.0 Members who make a motion will provide a written copy of their motion to the Secretary, by the end of the meeting. (Municipal Handbook sec. 9 (1)).

9.0 The Rules of Order of the Sub-Committee will, as far as practicable, follow those of City Council. (Municipal Handbook sec. 33 (50, secs. 8-29).

10.0 General Meetings of the Sub-Committee will open to the public.

11.0 Amendments to the Mandate or Guidelines for Members shall be proposed, in writing, and circulated among the members, in advance of the next scheduled meeting.

12.0 To ensure its relevance, the Mandate should be reviewed every three years.

IV. Education and Training

1.0 Members should receive a Manual of politics and procedures, a recent copy of the Municipal Handbook, and a copy of "Policy For The Arts".

2.0 Subject to the relevance and availability of funds, a representative of the Sub-Committee should attend an arts-related workshop or conference, held within reasonable driving distance.

2.1 Member delegates will be expected to provide a written summary for distribution among staff and Sub-Committee members.

3.0 New items for discussion should be brought to the attention of the Chairperson and Secretary, prior to a meeting, so as to begin any required research and provide accurate information for the meeting.

Urban Municipal Collection
2nd Floor
Hamilton Public Library

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

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1991

1991 April 29th

NOTICE OF MEETING

Arts Advisory Sub-Committee
Thursday, 1991 May 2nd
12:00 o'clock Noon
Room 219, City Hall

Susan K. Reeder
Secretary

AGENDA

1. Minutes of the meetings held Thursday, 1991 February 28th, Thursday, 1991 March 7th and Thursday, 1991 April 4th.
2. Chairman's Report (no copy).
3. Co-Ordinator's Report (no copy).
4. Report of the Arts Advisory Sub-Committee Grants Task Force.
5. Request for comments - Director of Culture & Recreation - Report on Festivals.
6. Correspondence - William B. Powell.
7. Establishment of a date to tour the new Theatre Aquarius facility.
8. Other Business.
9. Adjournment.

Thursday, 1991 February 28
12:00 o'clock noon
Room 219, City Hall

A Special meeting of the Arts Advisory Sub-Committee was held.

There were present:
Mr. C. Renaud, Chairman
Mr. P. Mandia, Vice-Chairman
Alderman M. Kiss
Alderman D. Wilson
Ms. L. Robinson
Mr. B. Mason
Mr. J. Gaul
Mr. W. Powell
Ms. J. Malseed
Ms. C. Nemeth

Regrets:
Ms. L. Morris
Mr. G. Mallory

Also present:
Mr. K. Beattie, Grant Co-Ordinator, Treasury Department
Mrs. C. York, Arts Co-Ordinator, Culture & Recreation Department
Mrs. Susan K. Reeder, Secretary

1. 1991 ART GRANT APPLICATIONS

The Chairman read out grant requests received, totalling 28. He indicated that the Tivoli Grant is to be kept separate from Arts Grants.

The Chairman read from a document he had prepared entitled Comments and Observations re: Grants Requests, highlighting some of the points, he wished to make with each of the Art Grant Applications for 1991.

The Committee then reviewed the Art Grant Applications and made the following recommendations:

1. Akatun - HOLD - have they applied for Regional funding?
2. Canadian Orpheus Male Choir - Application ready to be reviewed.
3. Canadian Country Music Coalition - not allowed - not non-profit.
4. Cari-Can Festival - HOLD - are the Cari Can festival application and the Lincoln Alexander Centre application one and the same?
5. Conqueror II Drum & Bugle - application ready to be reviewed.
6. Summer Music Games - Drum Corp. International - application ready to be reviewed.
7. Grecian Festival - HOLD - is a Church eligible?
8. Hamilton Artist Inc. - HOLD - are they non-profit?
9. Jazz All Stars - HOLD - Audit required.
10. Children's Choir - application ready to be reviewed.
11. Community Concert Association - HOLD - 60% of total budget requested - over allowed request?

12. Hamilton Folk Arts Council - application ready to be reviewed.

13. Hamilton Concert Band - application ready to be reviewed.

14. Kiwanis Music Festival - application ready to be reviewed.

15. Hamilton Theatre Inc. - disallowed - Capital grant request.

16. Harlequin Singers - HOLD - Capital one time grant?

17. John Laing Singers - application ready to be reviewed.

18. Lincoln Alexander Cultural Centre - HOLD - are the Cari Can Festival application and the Lincoln Alexander Centre application one and the same?

19. LUSO Canadian Cultural Council - application ready to be reviewed.

20. National Youth Orchestra - application ready to be reviewed.

21. Ridge Raiders Drum & Bugle Corp. - application ready to be reviewed.

22. Sir Ernest MacMillen Ensemble - HOLD - Audit required.

23. Symphony Hamilton - application ready to be reviewed.

24. Toy Town Troupers - HOLD - are they non-profit?

25. N.I.I.P.A. - HOLD - audit required.

26. Festival of Friends - application ready to be reviewed.

27. Earth Song/Canada Day Celebrations - application ready to be reviewed.

28. Theatre Aquarius - application ready to be reviewed.

2. NEXT MEETING

It was agreed that for the next meeting of the Arts Advisory Sub-Committee to more thoroughly discuss the Art Grant Applications, that copies would be made of each application to be distributed at the meeting for perusal by the members. It was also indicated that a copy of the Grant Review Policy and the last year's grants amounts would also be provided.

The Committee agreed to hold their next meeting Thursday, 1991 March 7, in the Hamilton Musicians Board Room, at 20 Jackson Street West, Suite 408.

3. ART AWARENESS MONTH LOGO

The Chairman expressed concern with the chosen logo by the Art Awareness Month Sub-Committee and following discussion on this matter by the Committee, it was agreed to refer back the selected logo to the Sub-Committee for reconsideration.

Note: Carmen Nemeth opposed.

It was indicated that the next meeting of the Art Awareness Month Sub-Committee would be held at the Hamilton Musicians Guild on Friday, 1991 March 8, at 3:30 o'clock p.m.

4. TOUR OF THEATRE AQUARIUS

Mr. Peter Mandia requested that an item be placed on a future agenda for the Arts Advisory Sub-Committee to establish a date and time to tour the new Theatre Aquarius building.

5. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

Susan K. Reeder
Secretary
1991 February 28

Thursday, 1991 March 7
9:00 o'clock a.m.
Hamilton Musicians Board Room
20 Jackson Street West, Suite 408

A Special meeting of the Arts Advisory Sub-Committee was held.

There were present: Mr. C. Renaud, Chairman
Alderman D. Wilson
Mr. W. Powell
Mr. B. Mason
Mr. P. Mandia
Mr. G. Mallory
Ms. L. Robinson
Mr. J. Gaul
Mr. V. Wincza
Ms. J. Malseed

Regrets: Alderman M. Kiss
Ms. C. Nemeth
Ms. L. Morris

Also present: Ms. J. Rapsavage (Parks and Recreation Advisory Sub-Committee)
Mr. K. Beattie, Grants Co-Ordinator, Treasury Department
Mrs. C. York, Arts Co-Ordinator, Culture and Recreation Department
Mrs. Susan K. Reeder, Secretary

1. 1991 ART GRANT APPLICATIONS

The Special meeting of the Arts Advisory Sub-Committee was held for the purpose of reviewing 1991 Art Grant Applications.

2. GRANTS REVIEW COMMITTEE MEETINGS

Mr. K. Beattie advised the Sub-Committee that the Grants Review Committee would meet on March 19th, with a follow-up meeting to be held on March 25th.

3. TIVOLI FUNDING

Discussion was held on the Tivoli Funding and the Sub-Committee stressed that they had been assured that the funds for the Tivoli would not reflect on the Art Grant total grant money. It was indicated that is yet to be determined where the funds for the Tivoli are derived from but Mr. Beattie assured the Committee that it would not be derived from the Arts Grants as a total, but perhaps from Grants as a hole.

The Committee then reviewed the 1991 Art Grant Applications and made the following recommendations:

1. Canadian Orpheus Male Choir
   - $3,500.00

2. (a) Conqueror II Drum & Bugle Corps.
   - TABLED pending receipt of required Audited Statements.

   (b) Ridge Raiders Drum & Bugle Corps.
   - $4,900.00

   (c) Drum Corps International (Canada) - 1991 Summer Music Games.
   - TABLED pending receipt of required Audited Statements.

3. Hamilton Children's Choir
- $700.00

4. Earthsong & Canada Day Celebrations
(Hamilton Wentworth Creative Arts Inc.)

NOTE: Mr. William Powell declared a conflict of interest, since he is the owner and President of Hamilton-Wentworth Creative Arts Inc., and left the room.

- $70,000.00

5. Festival of Friends (Hamilton Wentworth Creative Arts Inc.)

NOTE: Conflict of interest declared by Mr. William Powell as noted above, and he left the room.

- $80,000.00

6. Hamilton Concert Band
- $3,500.00

7. Hamilton Kiwanis Music Festival
- $2,700.00

8. The John Laing Singers.
- $2,000.00

NOTE: Alderman Wilson opposed.

9. LUSO - Canadian Cultural Council of Hamilton -
no grant recommended since they have not completed their first year of operation, and thus are not eligible.

10. National Youth Orchestra Association of Canada
- $500.00

11. Greater Hamilton Symphony Association (Symphony Hamilton)
- $8,300.00

12. Theatre Aquarius

NOTE: Peter Mandia declared a conflict of interest in this matter, since he is the General Manager of Theatre Aquarius, and left the room.

- $50,000.00

13. Hamilton Folk Arts Heritage Council.

NOTE: Mr. W. Powell declared a conflict of interest in this matter, since he has been involved in disputes with Hamilton Folk Arts Heritage Council, and he left the room.

- $10,000.00

NOTE: Liz Robinson opposed.

4. CLARIFICATION OF ART GRANTS

Janna Malseed requested that as a future meeting item, discussion be held to clarify whether Art Grants include multicultural activities and what role the Sub-Committee plays in multicultural activities. She indicated that perhaps these activities should be considered as special events under the Parks and Recreation Committee.

5. ADDED - ARTS AND THE CITIES NATIONAL CONFERENCE

The Arts Co-Ordinator spoke to the Sub-Committee about a request received from the Mayor's Office for the Arts Advisory Sub-Committee to assist in the Arts and the Cities National Conference.

General discussion ensued on this matter, and it was agreed by the Sub-Committee that while they support the Conference in principle, they regret they do not have the resources to assist in the planning of this Conference.

6. ART AWARENESS MONTH LOGO

The Arts Co-Ordinator spoke to the Committee with respect to the Art Awareness Logo and advised the Sub-Committee that the Director of Culture and Recreation has a recommendation to approve the Logo/Slogan "You Gotta Have Art" for use on promotional material for Arts Awareness Month 1991 May.

The Sub-Committee discussed this matter and it was agreed to take no action on the recommendation of the Director of Culture and Recreation, and to reconfirm their previous motion of referring this Logo/Slogan back to the Arts Awareness Month Sub-Committee for further consideration.

7. NOMINATIONS - 1991 ARTS AWARD

The Sub-Committee discussed the nominations received for the 1991 Arts Award. It was agreed that no decision would be made at this time but that this matter would be referred to the next meeting of the Arts Advisory Sub-Committee for a decision.

8. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

Susan K. Reeder
Secretary
1991 March 7

Thursday, 1991 April 4
12:00 o'clock noon
Room 219, City Hall

The Arts Advisory Sub-Committee met.

There were present:
Mr. C. Renaud, Chairman
Alderman D. Wilson
Mr. B. Mason
Ms. C. Nemeth
Mr. V. Wincza
Mr. J. Gaul
Mr. G. Mallory
Ms. J. Malseed
Mr. B. Powell
Ms. L. Morris
Ms. L. Robinson

Absent with regrets:
Alderman M. Kiss
Mr. P. Mandia, Vice-Chairman

Also present:
Ms. K. Daniels, Ministry of Culture and Communication
Ms. J. Rapsavage, Representative of the Parks and Recreation Advisory Sub-Committee
Ms. M. Pavalka, Manager of Cultural Services
Mrs. C. York, Arts Co-Ordinator
Mrs. Susan K. Reeder, Secretary

1. MINUTES OF THE MEETINGS HELD FRIDAY, 1991 MARCH 22ND

The Committee was in receipt of the minutes of their meeting held Friday, 1991 March 22nd.

Mr. J. Gaul requested clarification on a motion he made with respect to public participation and grants. It was agreed that the Secretary would check into this and report back at the next meeting.

The Committee then approved the minutes of the Arts Advisory Sub-Committee held on 1991 March 22nd.

2. CORRESPONDENCE - ALDERMAN B. HINKLEY - THE ARTS COMMUNITY, THE ENVIRONMENT AND BUSINESS

The Committee was in receipt of correspondence from Alderman Hinkley dated 1991 February 19 respecting the above noted matter.

The Manager of Cultural Services advised the Sub-Committee that a study has recently been undertaking on a recycling shop and accordingly the Sub-Committee agreed to table this matter until their next meeting on 1991 May 2 in order that a report can be brought forward to the Sub-Committee on this study.

3. CHAIRMAN'S REPORT

The Chairman read a letter he recently sent to Alderman T. Murray, Chairman of the Parks and Recreation Committee dated 1991 April 3 respecting grant applications for 1991 along with a chronology of events surrounding the Sub-Committee's deliberation on Arts Grants.

The Committee then agreed to endorse the above noted documents prepared by the Chairman.

The Chairman also distributed a document entitled "Summary - What Went Wrong in 1991" as well as a document entitled "1991 General Submissions" which was used by the Finance and Administration Committee currently going on to make decisions on the grant allocations.

Discussion then ensued on the process used by the Arts Advisory Sub-Committee in reviewing the Arts Grants for 1991 and their intent to do a final review on their proposed allocations which never occurred due to lack of timing.

The Committee also received a copy of a document entitled "Arts Grants 1990" and "General Grants Budget 1991." The Committee received a document entitled "Questions to Consider when assessing Arts Grant Applications" which was forwarded to the Chairman by Liz Robinson. Ms. Robinson also provided the Committee with a copy of her covering letter to this document dated 1991 March 4.

Considerable discussion ensued on the process used by the Arts Advisory Sub-Committee and their frustration that they weren't able to do the type of job they had intended.

The Committee then approved the following recommendation:

> That the Parks and Recreation Committee be advised that the Arts Advisory Sub-Committee were dissatisfied with the review undertaken by them on the 1991 Arts Grant Applications which was not done to their satisfaction due to the insufficient resources of staff time, lack of lead time to undertake the thorough review the Sub-Committee had planned and limited grant funds available for 1991.

The Committee also directed that an information report be sent to the Parks and Recreation Committee as follows:

> That the Parks and Recreation Committee be advised that the Arts Advisory Sub-Committee expresses their concerns at the decisions of the Grant Review Committee and the Finance and Administration Committee on the 1991 Grant Applications which reflect a 14 per cent decrease in the grant funding to the Arts Community from the previous year.

The Sub-Committee further feels strongly that such a decrease will have a very negative impact to the Arts Community and its activities and directed that an outline of revenue dollars generated from the Arts Community to Hamilton be attached to their Report.

With respect to specific grant allocations the Committee approved the following two recommendations:

> That the request from Festival of Friends for a 1991 City of Hamilton Grant in the amount of $80,000 be approved, as per the recommendation of the Arts Advisory Sub-Committee, in recognition that the festival runs for three days and brings an estimated $12 million of revenue dollars into the City of Hamilton.
>
> That the request from Theatre Aquarius for a 1991 City of Hamilton Grant in the amount of $50,000 be approved, as per the recommendation of the Arts Advisory Sub-Committee, in recognition that Theatre Aquarius is now, and has been in the past, a vital component of the Art community in Hamilton.
>
> Note: In each of the above noted recommendations a cost breakdown of the revenue dollars brought into the City of Hamilton from these events was attached to the recommendation to the Parks and Recreation Committee.

4. Ratification of Recommendation of the Arts Advisory Sub-Committee with respect to the 1991 Art Grant applications.

The Committee approved the above noted matter in view of the fact that at the last meeting of the Arts Advisory Sub-Committee that a quorum was lost at several points.

5. Public Art Programme

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1991 April 3 respecting the above noted matter.

The Committee approved the following:

(a) That the City of Hamilton incorporate appropriate and high quality works of original art or artistic design components in its specific building projects; and,

(b) That as a minimum, one per cent of the capital budget of any municipal building project costing an excess of $1 million is to be allocated for the implementation of the above noted recommendation.

6. Added establishment of the Task Force to review the grants process.

The Committee agreed to establish a Task Force to review the grants process in order that a different type of input can be provided to the Grants Review Committee for the 1992 Art Grant Applications.

It was agreed that the following persons would serve on this Task Force with all members of the Sub-Committee being invited to attend whenever they are able to.

Chuck Renaud
Janna Malseed
V. Wincza
Bob Mason
Liz Robinson
Joan Rapsavage (Representing the Parks and Recreation Advisory Sub-Committee)

The first meeting of the Task Force will be held on Thursday, 1991 April 18, 12:00 o'clock noon in Room 219, City Hall.

7. Chairman's Report.

The Chairman advised that at the next meeting of the Sub-Committee he would speak to them on his recent trip to Ottawa respecting Art in the Cities, the Tivoli Foundation, and other matters.

8. Adjournment

There being no further business the meeting then adjourned.

Taken as read and approved,

MR. CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

Susan K. Reeder
Secretary
1991 April 4

AACGrantsTF.R
22/04/91

4.

REPORT OF THE ARTS ADVISORY SUBCOMMITTEE GRANTS TASK FORCE

MEETING: 1991 April 18
12 Noon
Room 219, City Hall

PRESENT:

C. Renaud, Chairman	Alderman Mary Kiss
L. Robinson	R. Sugden
J. Malseed	M. Havelka
L. Morris	C. York
J. Rapsavage	
R. Mason	CHCH-TV representatives
V. Wincza	J. Dorion, observer

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1. A memo from Mr. Kevin Beattie, Grants Co-ordinator, was circulated for information.

2. To begin the discussion, the chairman suggested that the most difficult issue concerning the grants process is the time frame involved. He continued with four requirements for making the process a fair one:

(i) all grants application information is to be made available to the sub-committee (checked for completeness) by FEBRUARY 1;

(ii) there follows a THREE WEEK REVIEW PERIOD;

(iii) the review period consists of MEETING ONE -to discuss and review the application forms submitted,
MEETING TWO -to finish the review,
MEETING THREE -to formulate a final report.

(iv) the sub-committee must KNOW IN ADVANCE THE AMOUNT OF GRANTS MONIES AVAILABLE. If the amount is insufficient, then a recommendation must go forward to the political level for an increase.

3. Mr. Mason felt that another problem was generated because not all the interested parties in the process were represented. He felt that a number of unrelated and independent parts of the review and recommending process contributed to mis-communication. Could a process be designed to include all groups? The people involved in this exercise are all well-intentioned. It appears that some streamlining of the process

is needed.

4. Ms. Robinson stated that the composition of the sub-committee needs to be reviewed. Also, there should be efforts made regarding outreach: to be in touch with the arts community. This could be achieved through scheduling interviews with the applying arts organizations and having one meeting devoted to presentations.

5. Mr. Renaud suggested that sub-committee members should attend the annual general meetings of arts organizations. Two members could attend each one.

6. Mr. Mason added that the sub-committee should increase its lobbying role. The political level should be aware that grants are an investment not a gift.

7. Mr. Renaud stated that he did not know what the total dollar amount of support for the arts is in Hamilton.
Ms. Robinson added that there has been no change in arts support dollar amounts since the sub-committee came into existence three years ago.

8. Mr. Wincza raised the issue of examining the processes followed in other cities. Copies of documents from Edmonton were distributed at the meeting.

9. Mr. Renaud then introduced a memorandum from Robert Sugden, Director, Department of Culture & Recreation, regarding festivals. He commented that a festival policy should include a provision for "penalties" if stated city requirements are not met.

10. Returning to the grants review process, Mr. renaud again stated the need to draft a time frame for review. Bob Mason suggested that a report be received from staff to advise on the time constraints which affect them.

11. A recommendation was made by Liz Robinson and received committee support:

    THAT A DEADLINE OF OCTOBER 31 BE ESTABLISHED FOR RECEIPT OF GRANTS APPLICATIONS.

    This recommendation is to be forwarded to the May 2/91 Arts Advisory Sub-committee meeting. Comments are to be requested from Mr. Kevin Beattie.

Further, it was felt that a staff report/presentation of applications as COMPLETE be available at January 1.

12. Mr. Renaud then asked the observer who was in attendance to introduce himself. Mr. Jim Dorion addressed the committee, explaining that he had a concern regarding the accessibility of arts events for those citizens who are on fixed and limited incomes. Alderman Kiss suggested that the constitution of the Arts Advisory Sub-committee should include a consumer representative.

    Mr. Dorion wondered if those organizations receiving municipal funding could, as a condition of the grant, be required to provide affordable concerts, etc. Alderman Kiss requested that Mr. Dorion's group make a presentation at the next Arts Advisory Sub-committee meeting.

13. The Chairman then returned to the subject of incomplete grants applications. He stated that staff must phone those applicants who have not met the requirements. If staff are unable to do this job, then the committee should arrange to meet with senior staff and politicians to determine what can be done to solve this problem.

14. Other suggestions were made regarding grants review:

    - a point system could be developed based on how an organization benefits the community

    - all applicant organizations must have a board of directors and an annual general meeting

    - the sub-committeee should meet more than once a month during the review period

    - the final committee report should be done by March 1

    - that categories be established for grants to ARTS, FESTIVALS, MULTICULTURAL, SPORTS & RECREATION

    - a policy is needed to provide structure

    - communication needs to be improved with Parks and Recreation Committee and City Council

    - it is inconvenient for committee members to review grants applications at City Hall; copies of all applications should be available for study off premises

- a manual should be produced to explain the entire grants process to prospective applicants.

15. Liz Robinson spoke about perceived conflict of interest concerns. While there may not be a legal or actual basis for conflict of interest within the committee, it is a public perception. Mr. Renaud denied the existence of any conflict of interest on the committee and added that if staff would co-operate in a defined process there would not be a problem with this. Ms. Robinson asked that the members review the composition of the sub-committee. An additional suggestion was that perhaps only a part of the committee should participate in the review process, i.e., those who do not represent organizations which receive funding from the city.

16. In conclusion, the Chairman asked that the Grants Co-ordinator advise the committee as to whether copies of the applications could be made available for perusal off site.

17. The meeting was adjourned at 2 p.m.

5

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

****

TO:	Parks & Recreation Advisory Committee Arts Advisory Committee Hamilton Historical Board Sports Council	YOUR FILE:	
FROM:	Mr. Bob Sugden Director of Culture and Recreation Culture and Recreation Department	OUR FILE: PHONE:	 546-4614
SUBJECT:	**Report On Festivals**	DATE:	1991 April 15

The Parks and Recreation Committee at its meeting on April 2nd requested that the Department of Culture and Recreation prepare a full report on Festivals.

Staff have prepared a Policy Paper which can address process, funding and venues within an operating system which can best serve the event organizers and the Corporation.

May we provide this report for your consideration and comments.

It is anticipated that this report will be received at the June 4th Parks and Recreation Committee meeting and thus would request your remarks by **May 17th to Marie Powell, Department of Culture and Recreation,** for final circulation.

Your work with the Festivals and Events over the past years is highly valued and will be integral to a final policy.

BS:mp

Attached.

- D R A F T -

Subject: **Municipal Policy For Festivals And Special Events.**

Recommendations:

That the Municipal Policy for festivals and special events be adopted on this date, to contain the terms and conditions prescribed and be subject to amendments and revisions submitted for the November meeting of Parks and Recreation.

That all festivals and special events receiving civic funding (Appendix A) be co-ordinated by the Events Co-ordinator of the Department of Culture and Recreation.

That all reoccurring special events and festival budget allocations be consolidated in the Events-Programming Budget of the Department of Culture and Recreation.

That those reoccurring special events and festival budget allocations currently under the grants portion of the Finance and Administration Budget be recommended to be consolidated in the Events-Programming Budget.

That the Events-Programming Budget be subject to the annual adjustments determined by Council as the mill rate percentile adjustment.

That all one time or non-annual grant requests be adjudicated by the Grants Review Group with comments provided by the Arts Advisory Sub-Committee or the Hamilton Sports Council.

That all expansional budget proposals for festival and special events be subject to the appropriate budget process and comments from either the Arts Advisory Sub-Committee or the Hamilton Sports Council.

That there be deemed three categories of special events and festivals which determine the funding level and venue.

Level A Festivals of a city-wide nature which showcase Arts, Culture and Heritage as they contribute to the quality of life in our city and country. These events are two days or more in duration and attract participation over 40,000.

The appropriate venue for these festivals over the locations which maximize the economic impact and provide the necessary technical amenities. Such locales are Commonwealth Square with adjoining civic and private plazas, Gage Park and the future Hamilton Island Park.

.../2

Level B Festivals or special events which serve a civic purpose supporting Arts, Culture, Heritage, Sports and Recreation. These events or sub-events be of one day duration and attracting participation of over 20,000.

The appropriate venue for these events are the locations which can best serve the objectives of the program with the necessary technical amenities.

Level C Festivals or special events which serve a specific community or neighbourhood cause held on one day and attracting participation under 20,000.

The appropriate venue for these events are locations which can best serve the objectives of the program with the necessary technical amenities.

Note: Festivals and special events requesting the use of historically designated sites will require annual support approval of the Historical Board prior to Parks and Recreation authorization.

That all A category festivals be required to submit an independent audit within 90 days of the event.

That all B and C categories of festivals and events be required to submit an accountant reviewed financial statement within 60 days of the event.

That all reoccurring special events and festivals be subject to review by the Special Events Advisory Team for all technical programming, protecting the assets of the Corporation and assuring all codes and by-laws are requested.

That a Special Events Sub-Committee of the Parks and Recreation Advisory Committee provide an annual review of all civically funded reoccurring festivals and special events available for the Parks and Recreation Committee in January of each year.

Financial Implications:

Funding for these festivals and special events are currently provided within the Current Budget.

Increments and expansion resources would be dealt with on an annual basis.

Base fund transfers will be required from the Grants Account to the Event Programming Account.

.../3

Background:

The Director of Culture and Recreation was requested to provide a full report on Festivals at the April 2nd meeting of Parks and Recreation.

The basis for this report is to provide policy on the operation of festivals and special events to ensure a year to year accountability. It assumes that the reoccurring events funded by the Corporation are subject to the same regulations and funding criteria of other on-going municipal services. It ascertains that they are as highly valued in the provision of the quality of life elements in our city as other operations and indicates the same level of support that Department functions can ascertain.

It assures that staff and citizens work cohesively in a delivery system of checks and balances.

c.c. L. Sage, Chief Administrative Officer
E. Matthews, City Treasurer
J. Pavelka, Director of Public Works
S. Merlo-Orzel, Events Co-ordinator

Appendix A Festivals & Special Events Of A Reoccurring Nature.

Level I

Festivals Of Friends
Cari Can
It's Your Festival
CANUSA
Canada Day Celebrations

Level II

Earthsong

6.

April 8, 1991

Mr. Chuck Renaud, Chairman
Arts Advisory Sub-Committee
City Hall

Dear Sir:

Please accept my resignation from the sub-committee effective immediately. Extend my regrets to the rest of the members as I will miss them. Through the years of tough meetings and major decision making, I have gained an insight into many problems they and other arts interests, are facing.

After five years of working on the Task Force, the Policy Committee, the funding policy, the Facility Committee, I have come to a shocking realization. Council at large and the staff do not take our recommendations seriously and the Sub-Committee is a front to placate or fool the people of Hamilton.

I am afraid that the Hamilton arts scene is in serious trouble. I know Creative Arts is and unless there are significant changes in attitude, we will have to drop our programs.

Yours truly,

Bill Powell

William B. Powell

cc: Bob Sugden, Director Culture/Recreation Dept.
Tom Murray, Alderman
Bob Morrow, Mayor
Anne Sneath, President C/A Board of Directors
Cameron Nolan, Treasurer C/A Board of Directors
Terry Cooke, Alderman

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

URBAN/MUNICIPAL
CA4 ON HBL A05
C SIPIA
1991

1991 May 31st

URBAN MUNICIPAL
JUN 3 1991
GOVERNMENT DOCUMENTS

NOTICE OF MEETING

Arts Advisory Sub-Committee
Thursday, 1991 June 6th
12:00 o'clock Noon
Room 219, City Hall

Susan K. Reeder
Secretary

AGENDA

1. Minutes of the meeting held Thursday, 1991 May 2nd.

2. Chairman's Report (no copy).

3. Co-Ordinator's Report (no copy).

4. Correspondence - Alderman B. Hinkley - The Arts Community - the Environment and Business (previously tabled).

   (a) Report - Manager of Cultural Services - Recycling Shop

5. Appointment of Delegates - Annual General Meeting - Arts and the Cities - 1991 June 15th - Hamilton City Hall

6. Request for comments - Director of Culture and Recreation - Report on Festivials (previously tabled)

   (a) Information - Recommendation of the Director of Culture and Recreation to the Parks and Recreation Committee - Festivals in Dundurn Park.

7. Future Symposium on the Cultural Heritage of the City of Hamilton (no copy).

8. Establish a meeting date - Planning Task Force - 1992 Arts Awareness Month.

9. Establish a meeting date - Grants Review Task Force.

11. Other Business.

12. Adjournment

Thursday, 1991 May 2
12:00 o'clock noon
Room 219, City Hall

The Arts Advisory Sub-Committee met.

There were present:
Chuck Renaud, Chairman
Peter Mandia, Vice-Chairman
Alderman D.Wilson
Alderman M. Kiss
Carmen Nemeth
Vitek Winecza
Janna Malseed
Bob Mason
Joe Gaul
Lynda Morris

Regrets:
Glen Mallory
Liz Robinson

Also Present:
Joan Rapsavage, Representative, Parks & Recreation Advisory Sub-Committee
Cheryl York, Arts Co-Ordinator
Mrs. Susan K. Reeder, Secretary

1. MINUTES

The Sub-Committee was in receipt of minutes of their meetings held Thursday, 1991 February 28, Thursday, 1991 March 7, and Thursday, March 1991 April 4. The Sub-Committee made a few typographical corrections to the minutes, and also requested that the names of the members be spelled out in full, i.e. - Chuck Renaud rather than Mr. C. Renaud. The Sub-Committee then approved the minutes as amended.

2. CHAIRMAN'S REPORT

The Chairman reported on his recent attendance in Ottawa at an "Arts in the Cities" conference. He specifically made reference to a Portland, Oregon speaker, and their city's achievements. The Chairman requested that the Art's Co-ordinator contact this speaker to try to borrow her slides to show to the Sub-Committee on the Arts achievements made by Portland, Oregon.

The Chairman discussed the Arts Month Awareness opening held in the City Hall Council Chambers, and later at Hamilton Place on 1991 May 1. The Committee agreed that letters of appreciation should be sent to all of those who participated in this event.

The Chairman made mention of the recently held annual meeting of the Culture and Recreation Department, and the annual report which contained mention of the Arts Advisory Sub-Committee.

The Chairman read correspondence recently received from Mr. Don Luzzi, President, CHML, respecting the Sub-Committee's comments to him on the cancellation of the program "An Evening With Richard Gale".

The Chairman advised the Committee of the upcoming events for the month of May with respect to Arts Awareness Month as follows:

a) Arts and Crafts Sales, Co-Operative Housing Federation of Hamilton, 1991 May 9, 10, 11, 12

b) Arts in May, St. Joseph's Hospital, 1991 May 3, 4, 5.

c) First Annual Musical Flea Market, Hamilton Musician's Guild, 1991 May 4.

d) Pitch-In Week, 1991 May 6-12.

The Chairman made mention of an upcoming workshop to be held in Burnaby, B.C.

The Chairman made reference to his attendance at the recently held annual Day of Mourning respecting injured workers.

3. ARTS CO-ORDINATOR'S REPORT

The Arts Co-Ordinator thanked all members of the Sub-Committee for their assistance in the opening of the Arts Awareness Month. She indicated that honorariums will be sent to those who performed. She also passed around and made mention of the Hamilton Spectator insert respecting Arts Awareness Month. Some discussion then ensued on the funding used for the honorariums and the Hamilton Spectator advertisements, and the Arts Co-Ordinator advised that these expenditures were funded from the Culture and Recreation Department budget. A total of $8,000 was set aside specifically for Arts Awareness Month.

The Arts Co-Ordinator advised the Committee that the Annual General Meeting of the Arts in the Cities Association will be held in Hamilton in City Hall Council Chambers, and that additional information will be provided for members. She added that this Annual General Meeting will be held over the period of 1991 June 14, 15, and 16.

The Arts Co-Ordinator advised that the recommendation of the Arts Advisory Sub-Committee with respect to the 1% allocation for Art in Municipal Buildings had been tabled at the last Parks and Recreation Committee in order that a more thorough presentation on this recommendation could be made by the Art in Public Place Steering Committee. The Chairman expressed concerns that this item should not have been referred to the Parks and Recreation Committee, but rather should have been endorsed by the Sub-Committee, and then referred back to the Steering Committee for inclusion in a total Art in Public Places policy recommendations to be brought forward and presented to the Parks and Recreation Committee as an entire package.

The Arts Co-Ordinator spoke to the Sub-Committee with respect to staff positions changing within the Culture and Recreation Department.

The Arts Co-Ordinator advised that she has obtained copies of other municipalities policies with respect to their grants review process, and will forward them for the information of the Sub-Committee members in the June agenda package.

Further to the Chairman's report, the Committee approved the following:

> "That the Arts Co-Ordinator investigate the feasibility of inviting Ms. Eloise MacMurray of Portland, Oregon as the guest speaker at the upcoming annual public meeting of the Arts Advisory Sub-Committee, and report back on such matters as funding and her availability".

The Committee then discussed the upcoming Art in Public Places Steering Committee meeting which is scheduled for 1991 May 17. It was indicated that at this Steering Committee that discussion would ensue on the timing for the presentation to the Parks and Recreation Committee with respect to the 1% allocation of cost for art in newly constructed municipal buildings.

4. CANCELLATION - "AN EVENING WITH RICHARD GALE" PROGRAM

The Chairman indicated that he would speak directly with Mr. Richard Gale with respect to the correspondence received from Mr. Luzzi, President, CHML concerning the situation surrounding the cancelling of Mr. Gale's program, and report back to the Sub-Committee.

5. STATUS - TIVOLI FOUNDATION BOARD OF DIRECTORS

The Chairman advised that Mr. Schneiderman will be coming back with a proposal to compile a mandate, and that presently a quasi board exists now.

6. ONTARIO ARTS COUNCIL BUDGET

Members of the Sub-Committee expressed concerns on the allocations to the Ontario Arts Council budget, and it was agreed that a letter should be sent to the Minister of Culture, expressing the Sub-Committee's concerns at the impact this decrease of funding will have to the Arts community. Further, this letter should be forwarded to all local M.P.'s. The Sub-Committee also requested that the Arts Co-Ordinator advise them on who the local representatives are on the Ontario Arts Council and report back.

7. DIRECTORY - ARTS ORGANIZATIONS IN THE CITY OF HAMILTON

The Vice Chairman took the chair while the Chairman spoke to the Sub-Committee on his request that an Arts Directory be compiled. The following recommendation was then approved:

a) "That the Director of Culture and Recreation be requested to allocate staff time for the purpose of compiling an Arts Directory for the City of Hamilton, which would contain information such as the name of each group, its Director, annual meeting information, organizational structure, facilities used, mandate and activities held, and further

b) "That funds be requested within the budget of the Culture and Recreation Department on an annual basis for the purpose of updating this directory yearly".

The Arts Co-Ordinator advised the Sub-Committee that this project had been requested for funding in the 1991 budget, but had not been funded.

8. REPORT - ARTS ADVISORY GRANTS TASK FORCE

The Sub-Committee was in receipt of the minutes of the last Arts Advisory Grants Task Force held 1991 April 18. It was indicated to the Sub-Committee that the Task Force would be recommending the following type of suggestions:

a) That a deadline date of 1991 October 31 be established for receipt of grant applications.

b) That the staff report be complete by January 1.

c) That the final Arts Advisory Sub-Committee report be completed by March 1st.

The Committee was in receipt of correspondence forwarded to them from the Secretary of the Finance and Administration Committee as follows:

a) Letter dated 1991 April 30 respecting Arts Grants: Application Review Process,

b) Correspondence dated 1991 April 30 respecting Grants Review Process.

The Sub-Committee then discussed the perceived conflict of interest of members of the Arts Advisory Sub-Committee with respect to their review of grants, and a possible resolve as per the concerns expressed by the Finance and Administration Committee.

The Sub-Committee agreed that they would continue with the work of the Task Force to arrive at a proposed process for the future consideration of grant applications for the purpose of providing input to the Grants Review Committee.

The Chairman requested that a copy of the Sub-Committee guidelines be forwarded to all members of the Committee.

9. CORRESPONDENCE - DIRECTOR OF CULTURE AND RECREATION - REPORT ON FESTIVALS

The Committee was in receipt of a memorandum from the Director of Culture and Recreation dated 1991 April 15 respecting a report on festivals. The Committee discussed this matter at some length, and then approved the following:

> "That the Director of Culture and Recreation be advised that the request for comments deadline on the report on festivals of 1991 May 17 does not provide the Sub-Committee with enough time to prepare an appropriate response. The Sub-Committee will review this matter at their 1991 June meeting in order that this issue could be reviewed by the Parks and Recreation Committee in July rather than in June as anticipated by the Director".

10. CORRESPONDENCE - WILLIAM POWELL

The Committee was in receipt of a letter from Mr. William B. Powell dated 1991 April 8 tendering his resignation from the Sub-Committee. The Committee discussed this matter, and with great regret agreed to accept this letter with a note that Mr. Powell has served the Sub-Committee well.

11. TOUR - NEW THEATRE AQUARIUS FACILITY

The Sub-Committee decided that an informal tour would be held of the new Theatre Aquarius facility as per the invitation of Mr. Peter Mandia on Saturday 1991 May 11 at 10:00 a.m. Mr. Mandia indicated that those attending should drive onto the site off of King William Street.

12. ADJOURNMENT

There being no further business the meeting then adjourned.

Taken as read and approved,

MR. CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

Susan K. Reeder
Secretary
1991 May 2

4.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO:	Mrs. M. Havelka Manager of Cultural Services Culture and Recreation Department	YOUR FILE:	
FROM:	Mrs. Susan K. Reeder, Secretary Arts Advisory Sub-Committee City Clerk's Department	OUR FILE: PHONE:	
SUBJECT:	**Correspondence - Alderman B. Hinkley - The Arts Community - the Environment - and Business.**	DATE:	1991 April 9

As you are aware, the Arts Advisory Sub-Committee at its meeting held Thursday, 1991 April 4th were in receipt of the above-noted correspondence.

Further to your information to the Sub-Committee that a Study has been undertaken recently on a recycling shop, the Sub-Committee agreed that this item would be tabled to the 1991 May 2nd meeting in order that you can forward a report to the Sub-Committee on this Study.

Trusting that confirmation of the Sub-Committee's action in this regard is of assistance to you in preparing a report for the Sub-Committee.

Susan K. Reeder

c.c.- Alderman B. Hinkley
- Mr. C. Renaud, Chairman, Arts Advisory Sub-Committee
- Mrs. C. York, Arts Co-Ordinator, Culture & Recreation Department

TY COUNCIL

nce & Administration Committee -Chairman

Keep Hamilton Clean Committee -Chairman

Seniors Centre Feasibility Study -Chairman

Harbour Task Force -Chairman

Handbill Sub-Committee -Chairman

Hamilton Municipal Retirement Fund -Chairman

Hamilton Seniors Council -Liaison

Parks & Recreation Committee -Member

Hamilton Non-Profit Housing -Member

egional Engineering Committee -Member

Regional Economic Planning Committee -Member

rman's Environmental dvisory Committee -Member

amilton-Wentworth ildren's Aid Society -Member

Brian Hinkley Alderman Ward Three

71 Main Street West
Hamilton, Ontario
L8N 3T4

Tel: (416) 546-2730
Res: (416) 572-7500

February 19, 1991.

FEB 2 1 1991

Ms. Susan Reeder,
Secretary,
Arts Advisory Sub-Committee,
Clerk's Department,
City Hall,
71 Main Street West,
Hamilton, Ontario.
L8N 3T4.

Dear Ms. Reeder:

Re: THE ARTS COMMUNITY ... THE ENVIRONMENT ... AND BUSINESS

Please find enclosed, for your information, an interesting project that is currently being operated in Vancouver and Nanaimo, British Columbia.

I believe the enclosures clearly explain how the Arts Community, the Business Community and the Environmentalists can develop a worthwhile project for the community.

This information was forwarded to me by Ms. Victoria Munroe. Ms. Munroe is particularly concerned about the artistic and environmental benefits to be developed by such an undertaking.

Recycled Paper

I would request that your organization discuss the merits of becoming involved in developing a similar project here in Hamilton.

Should there be interest from the Arts Community, the Business Community and those involved in the environment, I would be willing to assist in bringing together the interested parties.

I would appreciate hearing feedback from your organization.

Yours very sincerely,

Brian Hinkley

Brian Hinkley,
Alderman, Ward 3;
Chairman of the Keep Hamilton Clean Committee;
Member of the Chairman's Advisory Committee on Environmental Issues.

BH:dd

c.c. Ms. Victoria Munroe, 20 Bold Street, Apt. #4, Hamilton, Ontario. L8P 1T2.

ITY COUNCIL

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Alderman, Ward 3;
Chairman of the Keep Hamilton Clean Committee;
Member of the Chairman's Advisory Committee on Environmental Issues.

BH:dd

c.c. Ms. Victoria Munroe, 20 Bold Street, Apt. #4, Hamilton, Ontario. L8P 1T2.

FEB 6 1991

January 24, 1991

Mr. Brian Hinkley
Alderman Ward 3
City Hall
71 Main Street, West
Hamilton, Ontario

Dear Mr. Hinkley:

Attached is an article that I'm confident you'll find of great interest as I did. I've taken the initiative to respond to this article because I feel that a similar program has great potential to develop here in our city with the help of local supporters, public outreach and a creative team. I have contacted the Communications Manager of Imagination Market and she has been kind enough to send literature on the organization. (See attached copies.)

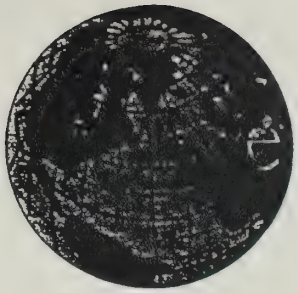
I am addressing this program to you, asking for your opinion and thoughts in hope that you may guide me through the proper avenues or to other organizations in the city that have the same objectives as myself which may find this information challenging and exciting. I trust that you will give some time to this since the re-use system is of extreme importance and I know your mandate for the election is to concentrate on cleaning up the air, water and land of Hamilton.

I look forward to your reply.

Sincerely,

Victoria

Victoria Munroe
20 Bold Street, Apt. #4
Hamilton, Ontario
L8P 1T2
525-2943



earthworks

IMAGINATION MARKET

IN THE EARLY '80s, teachers Kate Hickock and Daphne Trivett moved with their families to Vancouver, B.C., from the U.S. East Coast, bringing with them a unique recycling/reuse program now known as the Imagination Market (I.M.). A concept borrowed from an artistic reuse program at the Boston Children's Museum called "Recycle," the Imagination Market supplies safe, industrial cast-offs, cut-outs and leftovers — otherwise destined for landfill — to creative people and projects in all parts of the world. I.M. stores and its mail-order business are getting people to look again at society's discards.

Originally intended as a mobile workshop at various events and festivals, the market's first outreach debuted at Vancouver's Paper Fair in 1981. Immediate success led to a need for storage and work space, and the city of Vancouver, appreciating the I.M. concept and outreach programs, donated a space for storage. Soon, a schedule of weekly in-house workshops and a mail-order system were established, and I.M. sought larger accommodations. In June of 1989, I.M. moved to its present 11,000-sq.-ft. space in Vancouver at 528 Powell St.

The Vancouver location (one of three including a Naniamo, B.C., branch and another in Edmonton, Alb.) includes warehouse space and a materials prep room as well as a large store, the workshop area and an art gallery. Monthly exhibits at I.M.'s Found Art Gallery feature artists who use cast-offs and recycled materials. (A recent exhibit "Totally Rust," opened for an artist whose sculpture is based on rusticated, reclaimed items.) In the store, window displays and suspended vignettes prepared by the store staff show customers what can be done with I.M. materials. Another area houses individually priced "specialty items" such as adhesive neon scraps, imperfect beads or vibrant foam reclaimed from the grips of windsurfers.

A STAFF OF NINE full-time, 21 part-time and over 100 volunteers gathers up five van loads per week of scrap from more than 300 manufacturers, commercial printers, sign makers and other industrial producers of interesting cut-outs and leftovers. In the stores, patrons can choose from 500 bins of colored cardboard, tissue paper, shiny vinyl, scraps, punch-outs, leather, paper, plastic, fabric, wood and rubber. Scraps are transformed into almost anything — from costumes, spaceships and jewelry to artwork, toys and party decorations. But if the creative spirit should wane, an I.M. guidebook, "Imagibook," offers recyclers ideas and hints about connection methods, adhesive types and project examples.



One of greater Vancouver's biggest shopping centers, Metrotown, employed the Imagination Market to create decorations for its first and second anniversary celebrations.

Individuals, groups, families, students and seniors can join the market ($10 for students and seniors, $15 for adults and $25 for families). As members, everything they buy in the store is half price. They also receive a newsletter, "The Imagineer," four times a year. Members and dabblers alike can participate in weekly workshops, and free (a contribution is sometimes suggested) outreach programs at fairs and festivals introduce the market's unique conservation approach to the public.

In outreach workshops, I.M. volunteers create a theme, like hats or flowers. According to Roxanne Pearce, communications manager for the market, that way children don't have to carry something they've made. The children can wear their creations, which then become part of the whole festive atmosphere. Patrons enter an I.M. area or booth, are given a quick explanation of how the materials are used and then have free rein to create. Often, when lines are long, there is some sort of time restraint, but I.M. tries to avoid any restrictions at all on creative recycling.

continued

Themes for both in-house workshops and outreach programs run the gamut from musical instruments, Father's Day gifts, dragons, water toys, sun hats and puppets. "We try not to limit it," notes Pearce. "So in promoting water toys, I suggest floaters and sinkers and squishers and squirters. We don't want to just have them come in and build a boat." Adult workshops center around jewelry and more sophisticated, wearable things. Grown-up customers come to make gifts, projects for home or classroom, or to simply rediscover creativity in a casual, social setting.

THOUGH SCHOOL groups and teachers are a large part of the I.M. constituency, the Imagination Market is strongly involved with the general public through events and festivals and drop-in workshops. Says Pearce. "That's becoming even more important as governments, corporations and groups are seeing the interest as well as the importance of environmental concerns — the fun side to recycling." Continues Pearce. "The creative part of our mandate is almost as important, or just as important as the recycling aspect. Our mission statement reads: 'a non-profit organization dedicated to encouraging creativity and promoting waste awareness by reclaiming safe industrial discards for imaginative reuse.' It's very equally a concern for reclaiming and also creative reuse."



The Imagination Market's "reduce, reuse and recycle" philosophy involves creating decorations for not only shopping centers, but corporate functions, community events, etc. These centerpieces were commissioned for Vancouver's Children's Festival.

I.M. lives by the three R's: "reduce, reuse and recycle." According to Pearce, the founders of the market believe recycling is the least important of those three. "In fact, we try to avoid the word recycling even though we call ourselves a non-profit artists and recycling foundation. We really aren't recycling, we're reusing."

An I.M. list of area printers, manufacturers and retailers donating things they would normally throw out has taken years to develop. Now, I.M. receives several calls a day from individuals who think they have something the market can use. "People are starting to look at their cast-offs in different ways, and it's exciting to see," says Pearce. Additionally, if anyone contacts the Recycling Hotline in Vancouver, they're often directed to the market.

Gathering the materials requires a lot of legwork and phoning. "I'm told a lot of our suppliers think we're nuts," laughs Pearce. "They think we're a really strange group of people who get excited about sticky paper that has holes in it." Actually, those suppliers' waste costs are being cut by the market's free weekly pick up.

A LONG-TERM GOAL for I.M. is to expand nationally and eventually internationally. Through mail-order service, I.M. has sent reclaimed items to the States and as far as Romania and Poland. I.M. raw materials are sold in kits by mail order (a brochure lists possible contents), or by group size for hat or mask workshops. So while retail expansion is on hold (a board committee is conducting careful research), the mail-order branch of the market is fulfilling international outreach and education capacities.

Explains Pearce. "Expansion is very important, but we're also trying to advance our own area and get much more involved with adults. Another area we've found to be very successful is party decorations and contract decorations for shopping mall anniversaries or sales. We go in as a service and decorate for them." I.M. has been involved in such projects as corporate and government parties, room decoration and custom centerpieces, stage sets and art direction. One of greater Vancouver's largest shopping centers, Metrotown, has employed I.M. to create an environment for its first and second anniversary celebrations.

With a membership over 2,500, the Imagination Market recorded serving over 25,000 shoppers in 1989 and over 130,000 workshop participants. Weekly group bookings continue to grow and reflect the financial expansion I.M. has witnessed — from a gross revenue of $7,000 in 1984 to a budget of over $500,000 in 1989. Revenue over the last two years has jumped from $350,000 to $750,000.

It seems the enthusiasm of I.M.'s staff and volunteers is really reaching out, and this year, over 75-percent self-funded through sales of workshops at fairs and events, the service is free to the public. ■

Editor's note: *For more information about the Imagination Market, contact: Roxanne Pearce, Imagination Market, 528 Powell St., Vancouver, BC V6A 1G9, CANADA; 604-253-1033.*

January 9, 1991

ROXANNE PEARCE
Imagination Market
528 Powell Street
Vancouver, B.C.
V6A 1G9

Dear Ms. Pearce:

I was very much impressed with the article in the November issue of VM & SD, outlining the operations of the recycling/reuse program in your city. As a visual person, I'm very much familiar with what can be re-used and have been creating design elements in my home from materials I have purchased after scanning demolition yards. I really believe that there is a visual sector of the population out there that can now play an incredible role in restoring our environment because we see many more creative uses out of things than many of the average person. What your establishment has created is absolutely fantastic and congratulations to you all!

I think there is great opportunity to introduce Imagination Market concepts in my city and with so many families dealing with recession hardships, these workshops could create new family activities and introduce the conservation approach to the public at the same time. Please send me further information on your organization and hopefully we can discuss more about the program. You may contact me at the address below or call me at (416) 525-2943. I anxiously await your reply.

Sincerely,

Victoria

Victoria Munroe
20 Bold St., #4
Hamilton, Ontario
L8P 1T2

What do people say about Imagination Market™?

"Seeing what people – big and small – make in here – brightens one's day! Long live the Imagination Market!!"

"This is an incredibly creative outlet for kids and adults. I love it."

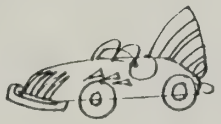
"I really think this place is neat! If I was a kid, I'd live here all day!"

"A fine, positive way to foster kids' creativity!"

"Wonderfully magical, especially for youngsters and oldsters."

And what gets made?





Masks
Hats
Robots
Vehicles
Dolls
Mobiles
Puppets



Sculptures
Insects
Collages
Patterns
Boats
Flowers
Machines

Practically Anything!

HOW WE'RE FUNDED

The **Imagination Market** maintains a high degree of self-sufficiency with the bulk of our revenue coming from the sale of children's workshops to the community. Festivals, Shopping Malls, Community events and businesses sponsor the **Imagination Market Workshop** as a **FREE** hands-on creative activity. Other revenue comes from sales, memberships and fundraising. Government job grants provide the remaining income to this viable and expanding non-profit business.

IMAGINATION MARKET™

Vancouver Headquarters
528 Powell Street
Vancouver, B.C.
V6A 1G9
253-1033

Nanaimo
308 Fitzwilliam Street
Nanaimo, B.C.
V9R 3A5
754-7036

Store Hours:
Thurs., Fri., Sat. and Sun. 11 am - 5 pm
Drop-In Workshop Hours:
Sat. and Sun. 12 Noon - 4 pm
Collections:
Mon. through Fri. 8:30 am - 4:30 pm

Photo by Adr[illegible]or

IMAGINATION MARKET™

FROM YOU...



...TO US!!

Creative Recycling from IMAGINATION MARKET™

a non-profit arts and recycling association.

IMAGINATION MARKET WANTS YOUR CAST-OFFS!

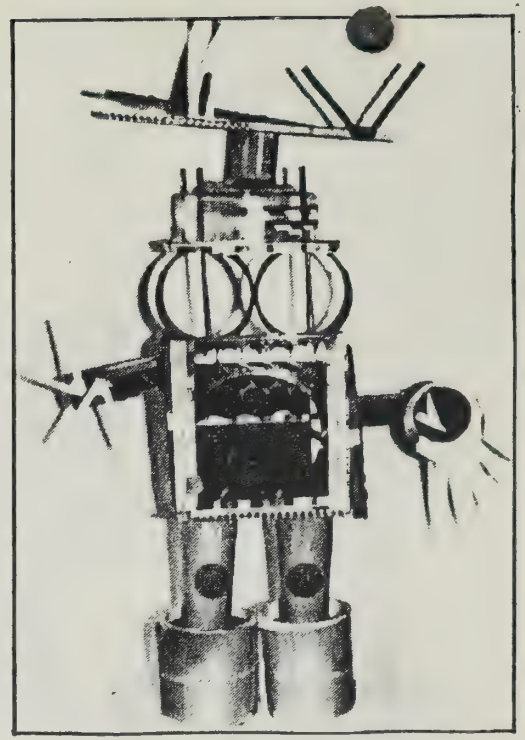
Since 1982, the **Imagination Market** has been collecting scraps, offcuts, samples, old or excess stock and waste packaging from Lower Mainland businesses and manufacturers. Through the imagination of kids, these waste materials are transformed into spaceships, puppets, flowers, hats, animals . . . in fact anything that can be imagined can be made from recycled scrap. The Market is continually growing as is the demand for new materials. With your help we can meet this demand as well as promote recycling and increase creativity.

OUR BUSINESS IS PICKING UP

If you set your usable scrap aside, **Imagination Market** will pick it up regularly, at your convenience and without disrupting your operations. We currently collect from over 200 businesses who appreciate our reliability and efficiency.

WHAT HAPPENS TO THESE MATERIALS?

Once collected, materials are dropped off at our warehouse, sorted and prepared by teams of mentally handicapped volunteers either for sale through our non-profit store or for re-use in our many kids' community workshops and in our own FREE Drop-In Weekend Workshop.



* Last year over 200,000 children and adults played with Imagination Market materials.

* Over 300 van loads of materials were diverted from the landfill.

WHY SHOULD YOU DONATE YOUR SCRAP?

On the practical side it's obvious – you'll save on disposal costs. Ideologically, your support means employment opportunities, work training for the mentally handicapped, accessibly-priced art materials, increased recycling and most importantly, the joy and self esteem experienced by thousands of children as they discover their unique creativity.

OUR REPUTATION

*"What originally had started as a department project on an experimental basis, has resultd in our enlisting the aid of the **Imagination Market** to clear our recyclable coloured stock on an on-going basis.*

*The **Imagination Market** has proved to be very reliable. Their staff are efficient, polite and have not missed a single pick-up to date."*

B.C. TELEPHONE COMPANY

IMAGINATION MARKET IS A PROUD MEMBER OF THE G.V.R.D. RECYCLING COMMITTEE AND B.C. WASTE EXCHANGE

© Imagination Market 1989

Printed in Canada

4a.

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

****

TO: Ms. Susan Reeder
Acting Secretary
Arts Advisory Sub-committee

YOUR FILE:

FROM: Marilynn Havelka
Manager of Cultural Services
Department of Culture & Recreation

OUR FILE:
PHONE: 546-3967

SUBJECT: **REPORT - RECYCLING SHOP**

DATE: 1991 May 15

At the Arts Advisory Committee meeting I mentioned, for information, that a recycle shop had been proposed for a new Children's Museum in their recently completed Long Range Development Plan.

I have attached the references to the shop which appeared in the consultants study.

MH/cf
Attach.

c.c. C. York

LORD Cultural Resources Planning & Management Inc.

Expansion Plan for
THE HAMILTON CHILDREN'S MUSEUM

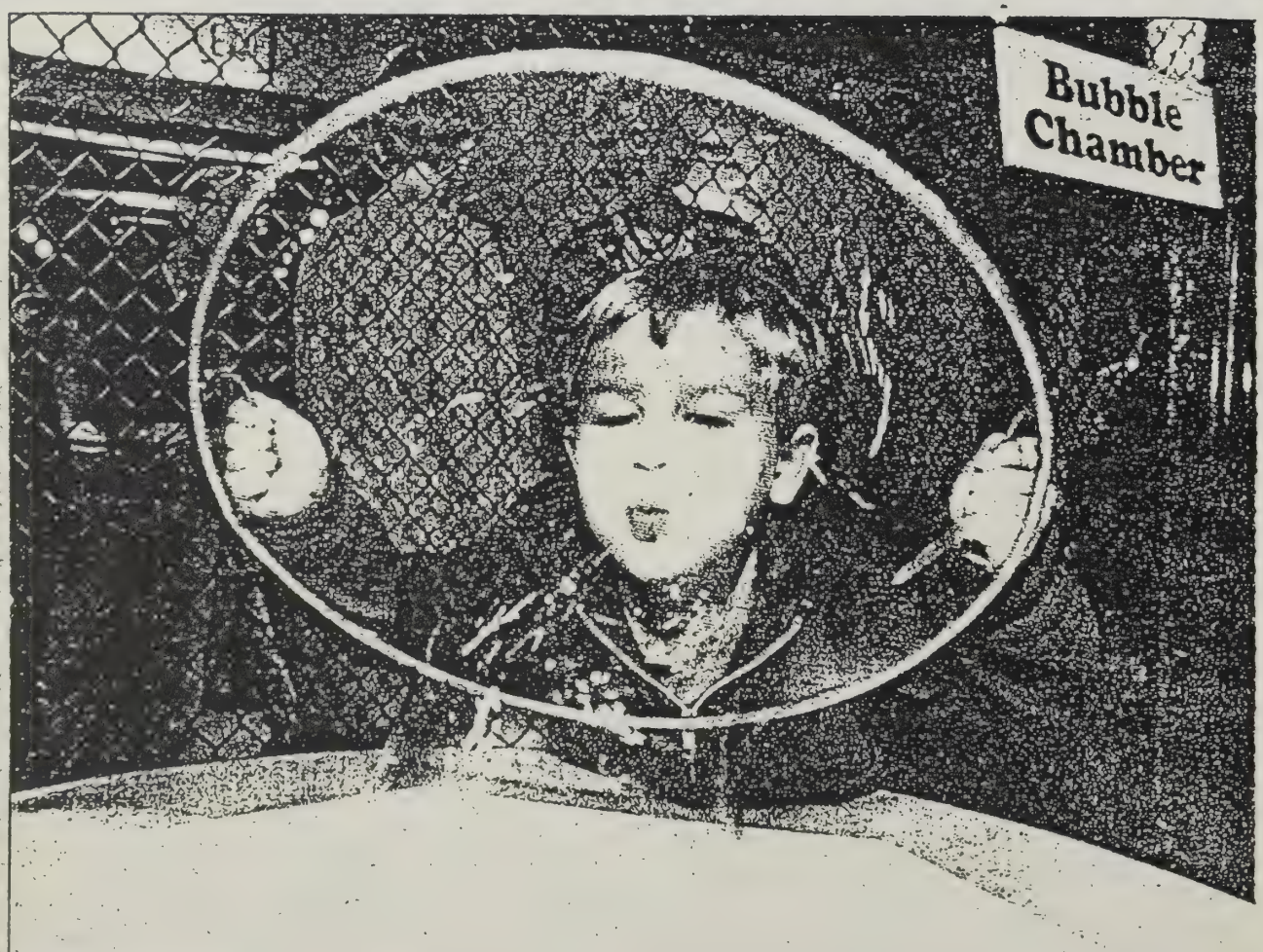
Prepared by

LORD Cultural Resources Planning & Management Inc.

in association with

Trevor P. Garwood Jones Architects Inc.

October 1990



Washrooms: 500 square feet

This allocation should permit the placement of 10-15 toilet stalls including 2 barrier free units. Changing tables to be provided in both male and female washrooms. A nursing station to be provided in female washroom.

Gift Shop: 900 square feet

This will be an important resource for revenue generation and for serving growing public demand for educational toys and children's products. The allocation is divided into 600 square feet for display/retail space and 300 square feet for offices and product storage.

Recycle Shop: 300 square feet

These facilities are often popular attractions and can be efficiently run as an adjunct to the Gift Shop.

Resource Centre: 200 square feet

The Centre will offer books, video and audio equipment for teachers and visitor use and 2-3 small study areas.

Multipurpose Space: 600 square feet

This area will accommodate programming needs such as science experiments and crafts demonstrations. The space should include tables, shelves and cupboards in order that children can carry out long-term craft projects and experiments.

Classroom/Birthday Room: 1,200 square feet

Movable walls will be needed to divide the space in order to accommodate two groups at the same time. Birthday services often prove to be an important revenue generator for children's museums, particularly if the facility is rented to outsider caterers. Access to a sink and cupboards will be needed for this use.

Public Collection Areas: 4,800 square feet

(A) Permanent Exhibits

- Growing Gallery: 1,200 square feet
- Living Together Gallery: 1,200 square feet
- Exploring Gallery: 1,200 square feet

Extension programmes will have an important role, because they will build public awareness of the expansion of the Children's Museum and what new experiences and resources the institution now offers. New extension programmes could include:

- circulation of travelling exhibits
- distribution of portable versions of the Museum's activity areas and play spaces to malls and parks
- special lectures and demonstrations throughout the regional school and library systems

7.4.3 Sales and Amenities

Because of the restrictions of the current site, the Children's Museum has been unable to offer sales services to the public. The expanded Children's Museum should plan to provide sales and amenities because these are important to reduce visitor fatigue, they contribute to visitor and enjoyment of a facility, and they can be a revenue-creating extension of the Museum's theme.

Proposed amenities at the Children's Museum include:

- *a Gift Shop and Recycle Shop.* Operated by volunteers, the Gift Shop would be a full-service facility providing a wide range of educational toys, publications and information. The Recycle Shop would sell a variety of low cost and cast-off materials, e.g. nuts, bolts, plastic tubing, wooden doweling, etc. These objects would be donated by local industries and they could be used as simple toys or as parts in "make-it-yourself" projects. The Recycle Shop will require a significant number of staff and volunteers to operate but it will be inexpensive to stock and will not compete with local retail operations

- *Snack Shop and Lunch Area* - this space could feature health food vending machines as well as providing a place for visitors to eat pre-prepared snacks and lunches

- *Classroom(s)* - this space should be dividable to accommodate a number of different purposes and groups. The classrooms would be used for lectures, talks, performances, art and science fair exhibitions, and seminars

- *Learning Resource Centre* - which functions as a focal point of information for teachers, parents, social workers, and researches. It will display books, pamphlets, audio and video tapes relating to children's activities, advocacy issues and services.

ET LA *VILLE* 1600, rue Berri, Suite 3016, Montréal, Québec H2L 4E4 (514) 848-9955

LES ARTS AND THE *CITIES* 125A Dupont Street, Toronto, Ontario M5R 1V4 (416) 924-2799

MEMBER

For office use only	

5.

ANNUAL GENERAL MEETING - HAMILTON CITY HALL
SATURDAY, JUNE 15, 1991 - 10 AM TO 6 PM

REGISTRATION FORM

(Please note: Registration will take place between 9 am to 10 am)

NAME: _____

TITLE: _____

AFFILIATION: _____

ADDRESS: _____
Street

_____
City Province Postal Code

Tel: Bus: ( ) _____ Fax: ( ) _____
Res: ( ) _____

PLEASE ADVISE IF YOU PLAN TO ATTEND
THE DINNER ON THE SATURDAY EVENING YES _____ NO _____

(Please note: Dinner cost for Observers only is $30.00 per person.
Your cheque should be made out to City of Hamilton and forwarded with your registration)

DATE AND TIME OF ARRIVAL: _____

DATE AND TIME OF DEPARTURE: _____

ARE YOU STAYING AT THE SHERATON HOTEL: YES_____ NO_____

HAVE YOU CONFIRMED YOUR ROOM: YES_____ NO_____

OTHER ACCOMMODATION: NAME: _____ TEL: _____

PLEASE SEND YOUR REGISTRATION FORM TO ARTS AND THE CITIES, 125 DUPONT STREET, TORONTO, ONTARIO M5R 1V4 NO LATER THAN MAY 27, 1991. FOR FURTHER INFORMATION, YOU MAY CONTACT OUR OFFICE AT (416) 924-2799 OR BY FAX (416) 924-2061.

LES ARTS ET LA VILLE
AND THE CITIES

1600, rue Berri, Suite 3016, Montréal, Québec H2L 4E4 (514) 848-9955

125A Dupont Street, Toronto, Ontario M5R 1V4 (416) 924-2799

MEMO TO: ALL BOARD MEMBERS

FROM: JUDITH C. HENDRY

SUBJECT: MEETINGS OF THE BOARD - JUNE 14 & 16

DATE: MAY 9, 1991.

Please be advised that the time of the Friday, June 14 Board meeting has been changed from the originally planned 7 - 9:30 P.M. to 6 - 8:30 P.M. It will take place at the Hamilton Convention Centre* in Room 314. Light refreshments will be served.

The Sunday, June 16 Board meeting will be held from 9 A.M. to 12 noon. An invitation has been extended by Mayor Morrow to all Board members to attend the Hamilton International Air Show immediately following the Sunday meeting. Transportation to and from the Show will be provided and lunch will be served in the V.I.P. section.

Please indicate your attendance below and mail or fax, (416) 924-2061, to the Toronto office no later than May 27.

☐ I will be attending the Friday, June 14 meeting.

☐ I will be attending the Sunday, June 16 meeting.

☐ I will be attending the Air Show.

Name: _____

Address: _____

_____

* (Directly across from Hamilton City Hall on Main Street Entrance on Summer's Lane)

LES ARTS ET LA VILLE 1600, rue Berri, Suite 3016, Montréal, Québec H2L 4E4 (514) 848-9955
AND THE CITIES 125A Dupont Street, Toronto, Ontario M5R 1V4 (416) 924-2799

THE ANNUAL GENERAL MEETING
OF
ARTS AND THE CITIES/LES ARTS ET LA VILLE
SATURDAY, JUNE 15, 1991
COUNCIL CHAMBER - CITY OF HAMILTON

A G E N D A

10 AM - 1 PM

1. Call to Order
2. Approval of Minutes of the 1990 AGM
3. Co-Chairs' Report
4. Treasurer's Report
5. Appointment and Remuneration of Auditors for 1991-1992
6. Report of the Nominating Committee
   - Election of Directors
7. Amendment of the Letters Patent
8. Future Committee Report
9. Acknowledgment of retiring Board Members

1 PM - 3 PM

LUNCH AT THE ART GALLERY OF HAMILTON

3 PM - 6 PM

10. An Artist talks about his life as an Artist
11. Clinic Reports
12. Discussion of Phase VI plans
13. Other Business
14. Adjournment

8 PM

DINNER AT THE "IT'S ALL GREEK TO ME" RESTAURANT

LES ARTS ET LA VILLE
AND THE CITIES
1600, rue Berri, Suite 3016, Montréal, Québec H2L 4E4 (514) 848-9955
125A Dupont Street, Toronto, Ontario M5R 1V4 (416) 924-2799

NOTICE TO ALL MEMBERS OF ARTS AND THE CITIES/LES ARTS ET LA VILLE

You are hereby notified that at the Annual General Meeting of Arts and the Cities/Les Arts et la Ville to be held in Hamilton, June 15, 1991, the membership will be asked to pass a special resolution authorizing an application for Supplementary Letters Patent to amend the provision of the Letters Patent to provide for charitable objects which are acceptable to Revenue Canada.

For your consideration we enclose a copy of the special resolution that will be put before the Members' meeting.

Thank you.

Judith C. Hendry
Director

Encl.

LES ARTS ET LA VILLE
AND THE CITIES
1600, rue Berri, Suite 3016, Montréal, Québec H2L 4E4 (514) 848-9955
125A Dupont Street, Toronto, Ontario M5R 1V4 (416) 924-2799

SPECIAL RESOLUTION OF THE MEMBERS OF

ARTS AND THE CITIES/LES ARTS ET LA VILLE

RESOLVED as a special resolution of the members that the Corporation apply for Supplementary Letters Patent amending the Letters Patent of the Corporation to provide for charitable objects as set forth:

1. To educate, promote and encourage the development of arts and cultural support at the municipal level and to provide information and to hold seminars concerning the cultural needs and opportunities facing Canada's cities and the resident arts and cultural communities through:

   (a) the establishment of a network of members to exchange information, to hold seminars and discuss the concerns affecting municipal cultural and artistic policies and practice;

   (b) the establishment and operation of a bilingual research/information documentation centre to provide data on municipal support patterns, economic profiles of resident non-profit arts and culture communities and examples of municipal cultural policy statements and studies.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

6.

TO: Mr. R. Sugden
Director of Culture and Recreation

YOUR FILE:

FROM: Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

OUR FILE:
PHONE: 546-2753

SUBJECT: REPORT ON FESTIVALS

DATE: 1991 May 15

As you are aware, the Arts Advisory Sub-Committee at its meeting held 1991 May 2nd were in receipt of your request for comments on your "Report on Festivals".

Please be advised that following discussion on this matter, it is the view of the Sub-Committee that a May 17th deadline for its input is insufficient timing for the Sub-Committee to provide a satisfactory response.

Accordingly therefore, the Sub-Committee intends to review this Report at more length at its 1991 June 6th meeting and provide you with its comments in time for the July meeting of the Parks and Recreation Committee.

Susan K. Reeder.

c.c. Mr. Chuck Renaud, Chairman, Arts Advisory Sub-Committee

Ms. Cheryl York, Arts Co-ordinator

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

****

TO:	Parks & Recreation Advisory Committee Arts Advisory Committee Hamilton Historical Board Sports Council	YOUR FILE:	
FROM:	Mr. Bob Sugden Director of Culture and Recreation Culture and Recreation Department	OUR FILE: PHONE:	 546-4614
SUBJECT:	**Report On Festivals**	DATE:	1991 April 15

The Parks and Recreation Committee at its meeting on April 2nd requested that the Department of Culture and Recreation prepare a full report on Festivals.

Staff have prepared a Policy Paper which can address process, funding and venues within an operating system which can best serve the event organizers and the Corporation.

May we provide this report for your consideration and comments.

It is anticipated that this report will be received at the June 4th Parks and Recreation Committee meeting and thus would request your remarks by **May 17th to Marie Powell, Department of Culture and Recreation,** for final circulation.

Your work with the Festivals and Events over the past years is highly valued and will be integral to a final policy.

BS:mp

Attached.

- D R A F T -

Subject: **Municipal Policy For Festivals And Special Events.**

Recommendations:

That the Municipal Policy for festivals and special events be adopted on this date, to contain the terms and conditions prescribed and be subject to amendments and revisions submitted for the November meeting of Parks and Recreation.

That all festivals and special events receiving civic funding (Appendix A) be co-ordinated by the Events Co-ordinator of the Department of Culture and Recreation.

That all reoccurring special events and festival budget allocations be consolidated in the Events-Programming Budget of the Department of Culture and Recreation.

That those reoccurring special events and festival budget allocations currently under the grants portion of the Finance and Administration Budget be recommended to be consolidated in the Events-Programming Budget.

That the Events-Programming Budget be subject to the annual adjustments determined by Council as the mill rate percentile adjustment.

That all one time or non-annual grant requests be adjudicated by the Grants Review Group with comments provided by the Arts Advisory Sub-Committee or the Hamilton Sports Council.

That all expansional budget proposals for festival and special events be subject to the appropriate budget process and comments from either the Arts Advisory Sub-Committee or the Hamilton Sports Council.

That there be deemed three categories of special events and festivals which determine the funding level and venue.

Level A Festivals of a city-wide nature which showcase Arts, Culture and Heritage as they contribute to the quality of life in our city and country. These events are two days or more in duration and attract participation over 40,000.

The appropriate venue for these festivals over the locations which maximize the economic impact and provide the necessary technical amenities. Such locales are Commonwealth Square with adjoining civic and private plazas, Gage Park and the future Hamilton Island Park.

.../2

Level B Festivals or special events which serve a civic purpose supporting Arts, Culture, Heritage, Sports and Recreation. These events or sub-events be of one day duration and attracting participation of over 20,000.

The appropriate venue for these events are the locations which can best serve the objectives of the program with the necessary technical amenities.

Level C Festivals or special events which serve a specific community or neighbourhood cause held on one day and attracting participation under 20,000.

The appropriate venue for these events are locations which can best serve the objectives of the program with the necessary technical amenities.

Note: Festivals and special events requesting the use of historically designated sites will require annual support approval of the Historical Board prior to Parks and Recreation authorization.

That all A category festivals be required to submit an independent audit within 90 days of the event.

That all B and C categories of festivals and events be required to submit an accountant reviewed financial statement within 60 days of the event.

That all reoccurring special events and festivals be subject to review by the Special Events Advisory Team for all technical programming, protecting the assets of the Corporation and assuring all codes and by-laws are requested.

That a Special Events Sub-Committee of the Parks and Recreation Advisory Committee provide an annual review of all civically funded reoccurring festivals and special events available for the Parks and Recreation Committee in January of each year.

Financial Implications:

Funding for these festivals and special events are currently provided within the Current Budget.

Increments and expansion resources would be dealt with on an annual basis.

Base fund transfers will be required from the Grants Account to the Event Programming Account.

.../3

Background:

The Director of Culture and Recreation was requested to provide a full report on Festivals at the April 2nd meeting of Parks and Recreation.

The basis for this report is to provide policy on the operation of festivals and special events to ensure a year to year accountability. It assumes that the reoccurring events funded by the Corporation are subject to the same regulations and funding criteria of other on-going municipal services. It ascertains that they are as highly valued in the provision of the quality of life elements in our city as other operations and indicates the same level of support that Department functions can ascertain.

It assures that staff and citizens work cohesively in a delivery system of checks and balances.

c.c. L. Sage, Chief Administrative Officer
E. Matthews, City Treasurer
J. Pavelka, Director of Public Works
S. Merlo-Orzel, Events Co-ordinator

Appendix A Festivals & Special Events Of A Reoccurring Nature.

Level I
Festivals Of Friends
Cari Can
It's Your Festival
CANUSA
Canada Day Celebrations

Level II
Earthsong

6a.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 April 25

REPORT TO: Miss Charlene Coutts, Acting Secretary
Parks and Recreation Committee

FROM: Mr. Bob Sugden
Director of Culture and Recreation

SUBJECT: **Festivals in Dundurn Park**

RECOMMENDATION:

(a) That the principles controlling festivals in Historical Dundurn Park be to ensure the nurturing of smaller focused heritage events within guidelines which protect the sensitive nature of the setting and its prime mandate of interpreting Dundurn Castle and the era it represents.

(b) That effective January 1st, 1992, the following **Dundurn Park Use Guidelines** will be pre-requisite for approval for all major festivals requesting Dundurn grounds:

(i) The Festival must **set clear goals** reflecting the Dundurn Statement of Purpose which articulates "preservation will always be the first consideration."

(ii) The Festival **must demonstrate** a contribution to the historical interpretation of Hamilton and its people.

(iii) The Festival **must support** the National Designation of the Castle, the Cockpit and the heritage site.

(iv) The Festival **must present** events and activities which comply with regulations required by authorities for Health, Fire, Police, Hydro, Transit, Recreation, Noise Control, L.C.B.O. and the environment.

(v) The Festival **must be financial viable** through a clear budget presentation and insurance package.

(vi) The Festival **must not impede** visitation to Dundurn Castle, the Military Museum and the Cockpit Theatre.

.../2

Miss Charlene Coutts, Acting Secretary
Parks & Recreation Committee

1991, April 25

Robert Sugden

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Festivals will be required to cover set-up, clean-up, security and insurance costs.

BACKGROUND:

The Parks and Recreation Committee requested at its meeting of April 23 a Policy Statement for **Festivals in Dundurn Park**.

The Parks and Recreation Committee requested at its meeting of April 2nd a **Festivals Policy for the City of Hamilton**. This policy is currently in draft form and being circulated to the appropriate Committees and Departments for upgrading and comprehensive appraisal. Similarly input has been requested from other major municipalities.

To allow responsible review all remarks have been requested by May 17 in preparation for the June 4th Parks and Recreation Committee Meeting.

The Dundurn Park will be included in the overall Policy Paper but because of its special status warrants independent recommendations provided in this report.

Current festivals held at Dundurn Park include, Microcosm, Childrens Summer Festival, Summer Music Festival, Earthsong, Canadian Jazz Festival, Cari Can and Canada Day Celebrations.

It should be noted that the major factors which impede the visitation to the Castle related to parking availability and the detractions from the designated setting of the Castle.

Attachments:	1.	Information Report on Festivals	dated March 7, 1991
	2.	Report on Festivals - Policy	dated April 15, 1991

c.c. Historical Board
Arts Advisory Committee
M. Havelka
C. York
J. Pavelka
S. Merlo-Orzel
C. Secore

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 March 7

REPORT TO: Ms. Charlene Coutts, Secretary
Hamilton Historical Board

FROM: Mr. Bob Sugden
Director of Culture and Recreation

SUBJECT: **Festivals**

BACKGROUND:

The jurisdiction of Festival Programs cross the boundaries of:

- **The Hamilton Historical Board, in relation to the effect the event has on programs at Historical Sites.**
- **The Parks and Recreation Citizens Advisory Sub-Committee pertaining to program content.**
- **The Arts Advisory Sub-Committee in recommending funding support to the Grants Sub-Committee.**

Similarly, two Departmental roles are identified in the festival scheduling. The Culture and Recreation Department has jurisdiction in the approval of annual events and reports to the Parks and Recreation Committee if a significant change is being requested or if Liquor Licence Board of Ontario approval is being requested.

A second Inter-Department Committee is co-ordinated by the Culture and Recreation Department's Special Events Co-ordinator. The Special Events Advisory Team reviews the codes and standards pertaining to Health, Fire, Parks and Police. Representatives of these agencies are members of this Committee.

The work of these Committees and their jurisdictions are initiated for the year ahead immediately following the last Festival. Due process is scheduled to conclude at or around budget approval of City Council.

.../2

Ms. Charlene Coutts, Secretary
Hamilton Historical Board

1991, March 7

BACKGROUND CONTINUED..

Many festival organizers indicate that this comes far too late and in fact, they are committed by January of each year or are planning two years ahead to operate an effective and respectable program.

It should be noted that a full report is being prepared for the Parks and Recreation Committee and City Council to address jurisdictional streamlining and funding leadtime. It is expected to be implemented for 1992.

Specifically to Dundurn Park for 1991 may I offer the following information:

1. Currently staff are prepared to co-ordinate programs for the Canada Day Weekend with the Earthsong Organizers. Officially Hamilton celebrates Canada Day at Dundurn with support from Provincial and Federal levels. Currently Earthsong fits the heritage content criteria and has not grown to a level that threatens the integrity of the park setting. However, as the festival grows and the crowds increase both the organizer and staff endorse a new location will be necessary. At present, the parking problem has been addressed but not solved. If any change is requested it will require Committee consideration.

2. Current staff negotiations with Cari-Can has broken down. In 1990, the Cari-Can Organizers were supported in their request for Dundurn on the basis that another venue would be accepted in 1991. The 1990 Cari-Can Event exemplified the crowd and vehicle overage that threatens the park and the historical integrity. Our staff has the highest respect for the Organizers of Cari-Can but just as it outgrew Pier Four Park it has outgrown Dundurn Park. The success of the event and particularly the size of the parade floats create major concerns for the national designation of the historical sites and the archaeological nature of the grounds. Every effort has been made to present an alternate location which surpasses the amenities available at Dundurn. The staff report will support a new venue for Cari-Can.

3. Other Festivals and events at Dundurn fit the size parameters which are critical in assuring the visitors ability to access the Castle without unnecessary hardship. These events do not threaten the nature of the site nor the revenue criteria for our programming.

.../3

Ms. Charlene Coutts, Secretary
Hamilton Historical Board

1991, March 7

BACKGROUND CONTINUED..

In closing, I would urge that the Historical Board work with staff to finalize a perspective for events being requested at Historical Sites and that comments be provided to streamline the jurisdictional/funding criteria which will be circulated very soon.

There will be a great deal of restoration and archaeological work at our historical sites, this must be carefully balanced with the mandate of public accessibility and programming.

Robert Sugden

c.c. Alderman Tom Murray, Chair, Parks and Recreation Committee
Mr. K. Phillips, Chair, Parks & Recreation Citizens Advisory Committee
Mr. C. Renaud, Chair, Arts Advisory Committee
Mrs. M. Havelka, Manager of Cultural Services
Ms. C. York, Arts Co-ordinator
Mrs. S. Merlo-Orzel, Events Co-ordinator

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

****

TO:	Parks & Recreation Advisory Committee Arts Advisory Committee Hamilton Historical Board Sports Council	YOUR FILE:	
FROM:	Mr. Bob Sugden Director of Culture and Recreation Culture and Recreation Department	OUR FILE: PHONE:	 546-4614
SUBJECT:	**Report On Festivals**	DATE:	1991 April 15

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Your work with the Festivals and Events over the past years is highly valued and will be integral to a final policy.

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Level A Festivals of a city-wide nature which showcase Arts, Culture and Heritage as they contribute to the quality of life in our city and country. These events are two days or more in duration and attract participation over 40,000.

The appropriate venue for these festivals over the locations which maximize the economic impact and provide the necessary technical amenities. Such locales are Commonwealth Square with adjoining civic and private plazas, Gage Park and the future Hamilton Island Park.

.../2

Level B — Festivals or special events which serve a civic purpose supporting Arts, Culture, Heritage, Sports and Recreation. These events or sub-events be of one day duration and attracting participation of over 20,000.

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Level C — Festivals or special events which serve a specific community or neighbourhood cause held on one day and attracting participation under 20,000.

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Note: Festivals and special events requesting the use of historically designated sites will require annual support approval of the Historical Board prior to Parks and Recreation authorization.

That all A category festivals be required to submit an independent audit within 90 days of the event.

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.../3

Background:

The Director of Culture and Recreation was requested to provide a full report on Festivals at the April 2nd meeting of Parks and Recreation.

The basis for this report is to provide policy on the operation of festivals and special events to ensure a year to year accountability. It assumes that the reoccurring events funded by the Corporation are subject to the same regulations and funding criteria of other on-going municipal services. It ascertains that they are as highly valued in the provision of the quality of life elements in our city as other operations and indicates the same level of support that Department functions can ascertain.

It assures that staff and citizens work cohesively in a delivery system of checks and balances.

c.c. L. Sage, Chief Administrative Officer
E. Matthews, City Treasurer
J. Pavelka, Director of Public Works
S. Merlo-Orzel, Events Co-ordinator

Appendix A	Festivals & Special Events Of A Reoccurring Nature.
Level I	Festivals Of Friends Cari Can It's Your Festival CANUSA Canada Day Celebrations
Level II	Earthsong

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

****

TO: Mr. C. Renaud, Chairman & Member
Arts Advisory Sub-Committee

YOUR FILE:

URBAN MUNICIPAL
JUN 3 1991
GOVERNMENT DOCUMENTS

FROM: Mrs. Susan K. Reeder, Secretary
Arts Advisory Sub-Committee
City Clerk's Department

OUR FILE:
PHONE:

SUBJECT: **Information Reports**

DATE: 1991 May 31

Attached herewith for the information of the members of the Arts Advisory Sub-Committee are the following:

1. Information Report - Arts Co-Ordinator - West Avenue School.

2. Memorandum - City Clerk - Vacancies on City Committees - Arts Advisory Sub-Committee and The Hamilton Status of Women Sub-Committee.

3. Globe & Mail Article - 1991 March 21st - "Cross Current: Ottawa Puts Big Bucks into Aerospace Adventures, While Culture Stays Grounded".

4. Correspondence from the Toronto Theatre Alliance to the Provincial Minister of Culture and Communications respecting federal cultural policies.

5. Mandate and Guideline for Members - Arts Advisory Sub-Committee (per the Sub-Committee's request).

6. List of Board Members - Ontario Arts Council (per the Sub-Committee's request).

7. Information - All day forum on Sustainable Development - Saturday, 1991 June 15th - Hamilton Convention Centre.

.....2/

8. Municipal Arts Policy Draft - 1991 January - City of Regina.

9. City of North York Grant Program - Revised Procedures and Criteria.

10. Toronto Arts Council.

11. City of Winnipeg Policy of Cultural Grants

Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

CULTURE AND RECREATION

MEMORANDUM

****

TO: MRS. SUSAN REEDER, SECRETARY
ARTS ADVISORY SUB-COMMITTEE
CITY CLERK'S DEPARTMENT

YOUR FILE:

FROM: CHERYL YORK
ARTS COORDINATOR
CULTURE AND RECREATION

OUR FILE:
PHONE: (416) 546-2036

SUBJECT: WEST AVENUE SCHOOL

DATE: 1991 May 30

****

This is to inform the members of the sub-committee about the current status of West Avenue School as a rented City faclity.

Twelve proposals were received at the May 17/91 deadline for submissions regarding the future use of the building. At the May 23/91 meeting of the Finance and Administration Committee, a sub-committee was struck to screen the proposals and report back to the Committee. Alderman Geraldine Copps will chair this group. I understand that the other members of the sub-committee will be staff, but there are no further details available at this time.

cdy

c.c. R. Sugden
M. Havelka

S. Reeder, Secretary
Arts Advisory
Sub-Committee

2.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

****

TO: All Committee Secretaries

FROM: K. E. Avery
City Clerk

YOUR FILE:

OUR FILE:

PHONE: 546-3994

SUBJECT: VACANCIES ON CITY COMMITTEES

DATE: 1991 May 31

As you may be aware, City Council is undertaking strategies to improve the representation of visible minorities on Citizen Committees, Boards and Commissions of the City of Hamilton.

In an effort to inform as many interested citizens as possible, notices of vacancies on Citizen Committees, Boards and Commissions, in addition to being advertised in local newspapers, are being circularized to all City Committees with citizen member representation.

Please bring the attached Public Notice to the attention of your Committee, Local Board or Commission.

Attached

CITY OF HAMILTON

PUBLIC NOTICE

The Corporation of the City of Hamilton will be considering the appointment of citizen members to the following Committees:

Arts Advisory Sub-Committee
Hamilton Status of Women Sub-Committee

The Arts Advisory Sub-Committee acts in an advisory capacity to the Parks and Recreation Committee on the arts and on arts related matters; monitors and reviews the Policy for the Arts; administers the Hamilton Arts Award; and, liaises with other arts groups to promote co-operative responses concerning arts issues to encourage joint programs where feasible.

The Hamilton Status of Women Sub-Committee acts in an advisory capacity to City Council through the Finance and Administration Committee on matters pertaining to women; defines, investigates and studies issues affecting the status of women and matters of social or municipal concern; and organize the annual Womnen of the Year Dinner.

Any citizen who wishes to be considered for appointment to these Committees, is requested to forward a resumé of qualifications and reasons for wishing to serve, to Mr. K. E. Avery, City Clerk, City Hall, 71 Main Street West, L8N 3T4, no later than **Wednesday, 1991 June 12.**

City Council wishes to ensure that its Committees, Boards and Commissions reflect the diverse nature of Hamilton's population and encourages all residents to consider this opportunity. Applications from women, persons with disabilities, native persons, and racial and ethnic minorities are especially encouraged.

K. E. Avery, City Clerk
City Hall, Hamilton, Ontario

Globe & Mail
March 21/91

3.

CROSS CURRENT

ROBERT EVERETT-GREEN

Ottawa puts big bucks into aerospace adventures, while culture stays grounded

THE death watch has begun in earnest for many small arts groups, in the wake of millions more in cuts from federal cultural budgets. The message for artists was the same one the Conservatives have been sending since they came to power in 1984: That the cultural community has an inflated view of its place in the scheme of social priorities. Artists, say the Tories, must learn to scale down their expectations of government, just like everyone else.

Well, almost everyone else. At least one community emerged from the latest spending estimates with every encouragement to lock on the federal treasury as its private piggy-bank. While the Canada Council was being held to starvation rations, the Canadian Space Agency got a 166-per-cent increase over last year's allocation, to $298.4-million. The ways in which that money is to be spent speak volumes about Tory ideas of social priorities.

With $55-million, the government is building a new home for the space agency in St. Hubert, on the outskirts of Montreal. After this move was announced last December, Brian Mulroney boasted to a Tory policy convention that such expenditures would provide the kind of glue needed to keep Quebec in Confederation. Space agency staff was at best ambivalent: At least 24 scientists and researchers quit the agency rather than move from their current headquarters in Ottawa.

The bulk of the remaining money is divided between two pet aerospace projects. The lion's share goes to the Freedom space station, a $40-billion international joint venture led by the United States. The costs to Canada of the Freedom station are enormous, beginning with the $1.2-billion budgeted for "our" share of the construction. Once the station is up and working, we are on the hook for 3 per cent of maintenance costs, expected to run as high as $60-million (U.S.) for each year of the facility's 30-year life. For that money, we get to use 3 per cent of the station's operating time, assuming we can afford the outrageously high expense of actually carrying out activities in space. A single shuttle launching, for example, costs $350,000.

THE ostensible purposes of the Freedom station are research and manufacturing, yet there are serious questions about whether and how either can be carried out. According to the space agency's own program development officer, changes made to the original design have drastically limited the station's usefulness as a tool for Canadian research. As for manufacturing, Globe science writer Stephen Strauss has estimated that it will cost $500,000 per kilogram to shunt material to and from space.

The prime Canadian beneficiary of the Freedom adventure is Spar Aerospace Ltd., which expects to receive at least $800-million in government money for its work on the station. Spar has done very well by Ottawa of late. It is the major contractor for the Radarsat satellite, a $500-million project for which the feds, through the space agency, are providing 75 per cent of the capital. That works out to $75-million in federal money for each year of the satellite's five-year life. Spar also leads the private consortium that will sell, for profit, information gleaned by Radarsat, which can distinguish objects 20 metres wide from a height of 800 kilometres, in fair or cloudy weather, day or night, anywhere on Earth.

The government denies that this unblinking eye may be used to provide military intelligence, though the first subscribers for data include the U.S. government and the U.S. National Aeronautics and Space Administration. Spar, like virtually every other company in the Canadian aerospace industry, depends on military contracts for its survival. It's hard to believe that it will gladly give up data sales to old customers.

For its part, the Mulroney government seems willing to turn a blind eye to benefits its aerospace adventures may provide to foreign military interests. It showed no qualms about granting a subsidized loan to the government of China last spring, to finance a Chinese purchase of a Spar satellite. And it has yet to receive clear assurance from the U.S. government that the Freedom space station will not be used for military projects such as Star Wars.

What benefit can Canadians expect from all this expense? Billions in federal money are to be funnelled into a narrow sector of the economy, largely to the profit of one company. An increase one-10th of this year's space agency allocation would have returned the Canada Council to reasonable strength, supported direct and spinoff employment in all parts of the country, and furthered our cultural autonomy. Instead, we are being sold a load of gee-whiz Big Science that the boys in the federal cabinet apparently found too nifty to pass up.

It stinks, as they say, to high heaven.

C. York.

APR 18 1991

Toronto Theatre Alliance
720 Bathurst Street
Suite 502
Toronto, Ontario
M5S 2R4
(416) 536-6468

April 10, 1991

4.

The Honorable Rosario Marchese
Minister of Culture and Communications
Province of Ontario
77 Bloor Street West, 6th Floor
Toronto, Ontario M7A 2R9

Dear Minister:

I am writing on behalf of a group of artists and arts service organizations who wish to meet with you to discuss recent and deeply disturbing cultural and constitutional policies at the federal level which will have enormous negative impact on the arts in Ontario.

There are two major issues. The budget of February 1991 revealed the government's intent to drastically cut back funding to all federal agencies, including the Canada Council, starting now and continuing indefinitely. Mr. Masse has warned some of us to be prepared for the fact that "the Canada Council may not exist in two years."

We also have good reason to believe that the federal government is considering relinquishing cultural jurisdiction to the provinces. Planning for this possibility is well underway in Ottawa, as we understand, and is seen both as a way to satisfy Quebec's demands, reduce duplication of services, and respond to free trade pressures from the United States.

There is growing anxiety in the cultural community that our national culture is in danger of being dismantled or starved to death within the foreseeable future. Institutions like the Canada Council have not come into being overnight but have, on the contrary, been founded and carefully nurtured by a succession of governments over a long period of time. No government should be allowed to do away with these institutions in short order, and all cultural policies must follow consultation with those most vitally concerned.

We have begun organizing as part of a broad coalition of cultural, social, environmental, women's, and native groups called *A Common Agenda*, to oppose these actions. Our aim is to inform the public of the government's intent and of the necessity for continuing national policies and programs in the area of culture, and build opposition to the government's plans.

We feel very strongly that the Province of Ontario can and should be our strongest ally in this effort. Premier Bob Rae has taken on a leadership role in the debate about our

Jini Stolk
Executive Director

Board of Directors
Brian Richmond
President
Theatre Passe Muraille
Sky Gilbert
Vice - President
Buddies in Bad Times
Jane Marsland
Secretary
Danny Grossman Dance Co.
Edgar Dobie
Treasurer
The Live Entertainment
Maja Ardal
Young People's Theatre
Don Bouzek
Ground Zero Productions
Leah Cherniak
Theatre Columbus
Sally Cochrane
The Second City
Jerry Doiron
Necessary Angel Theatre
Margaret Genovese
Genovese, Vanderhoof
Claire Hopkinson
Independent Producer
Genevieve Kierans
The Publicity Company
Jackie Maxwell
Factory Theatre
Christine Moynihan
Equity Showcase Theatre
Gregory Nixon
Flexible Packaging Plan
Lynn Osmond
Canadian Stage Company
Susan Serran
Theatre Direct Canada
Alec Stockwell
Acting Company
Vinetta Stromberg
Future Shakespeare

Arguments Against Cultural Devolution

The federal government is seriously considering handing responsibility for Culture and Communications over to the provinces. A decision on this may well be imminent. The official rationale would be that control of Culture and Communications is among the powers sought by the Government of Quebec, and that decentralization would eliminate current duplication of services between the federal and provincial levels. Unfortunately, this reasoning overlooks the many serious ramifications cultural devolution would entail.

In reality such a move:

- Would mean the destruction of national cultural institutions and structures including the CBC, the Canada Council, and the CRTC
- Would destroy the healthy competition and variety of cultural tendencies produced by several levels of arts funding.
- Would leave arts funding dependent on one major source -- provincial governments. Artists in Ontario are fortunate in that their provincial granting agency, the Ontario Arts Council, is the most progressive in Canada. Most provinces, however, have not invested in culture in a major and sustained manner. In many provinces, culture is rolled in with Recreation. In Saskatchewan, cultural funding is now controlled by a body called Family Foundation.
- Would place increased funding pressure on all provincial governments, already feeling the effects of reduced transfer payments in many social areas. Arts and culture has traditionally suffered in direct competition for funding with health, education, and welfare. In the United States, where National Endowment for the Arts funds have been directed to individual states for distribution, states including Illinois have used these funds as an excuse to cut existing funding to their state arts councils.
- Would, if the federal government were to transfer the constitutional power to the provinces, destroy the transfer payment principal inherent in national cultural structures. Six provinces and the Territories would be unable to finance adequate cultural programming even if they wished to do so. On the other hand, if the federal government were to keep the constitutional power and simply turn over policy and spending powers along with earmarked lump sums to the provinces, past experience shows that it would be impossible to ensure that these monies were actually spent on culture.
- Would endanger the principal of arms-length arts funding, which is unknown in many provinces. The separation between arts funding and political policies is an essential element of a free and democratic society and must be maintained.
- Would complete the occupation of the television field by commercial interests, with their dependence on imports.

And, without presuming to speak for the francophone cultural community within Quebec, it is nevertheless clear that most of the preceding points - institutions, provincial levels of funding, endangering the arms-length principle, loss of competition between levels of government, weakening of public broadcasting and loss of the transfer payment principle - apply as much to Quebec as to the rest of Canada. In addition, such a transfer of powers would mean: 1) the de facto locking of francophone culture within the limits of Quebec, destroying its national importance, influence and aspirations; 2) the undermining of programming related to francophones living outside of Quebec.

Such a fragmentation of culture and communications policy and funding into small units would, in effect, provide a death blow to the ability of both anglophone and francophone culture to stand up to the concrete national cultural pressures constantly applied from such places as the United States and France.

Thanks to John Ralston Saul.

The Case for the Canada Council

The Canada Council's programs are of paramount importance for creative people in virtually every artistic discipline. For the following three reasons it is essential that the federal government not abdicate its responsibility for supporting the nation's cultural life:

1) National Awareness

As a federal agency, the Canada Council concerns itself with professional artistic activity throughout the breadth of the country. Over time, the Council has accumulated the most comprehensive body of knowledge extant of Canadian artistic achievement from coast to coast.

This perspective allows the Council's officers and advisors to develop levels of awareness, appreciation and judgment which are truly national - a desirable goal as long as Canada remains a nation.

National involvement by the Council is invaluable for two reasons:

a) It contributes to better-informed, sounder and more equitable decision-making in funding artists and arts organizations across all disciplines

b) It stimulates cultural cross-fertilization among professional Canadian artists, cultural entrepreneurs and audiences, through the creation of national distribution networks and exchanges. The Council's own Touring Office is just one example of such exchanges.

Because of the national scope of its concerns, the Council has played an irreplaceable role in fostering the extraordinary growth of artistic production and excellence across Canada in the past 30 years. If the provinces were given exclusive jurisdiction over culture within their borders, cultural funding would become vulnerable to regional political pressures.

2) Leadership Role

Because of its national perspective, the Canada Council has inspired other levels of government, as well as the private sector, to support culture and the arts. In this way, the Council has played a crucial leadership role.

Without the Council's example, many provinces and municipalities would not have taken their own cultural funding responsibilities seriously. But the Council's support to artists and arts organizations has compelled these governments to recognize and value arts activities in other jurisdictions.

The same may be said about private-sector support: Council funding has acted as a virtual "seal of approval" to encourage private donors and sponsors in many urban centes. As a result, we now have the multilateral funding partnerships that the Bovey Commission (1987) recognized as essential to a healthy and vigorous arts sector. To "provincialize" culture and eliminate the federal presence would be to weaken these partnerships, and hence the arts themselves.

3) Diversity of Funding Sources

From a public-policy point of view, it is highly desirable for artists, arts organizations and cultural producers to have access to multiple sources of support. This point was made repeatedly by the cultural community during the last major national stock-taking of the sector, the Federal Cultural Policy Review Committee (1982).

Together, federal, provincial, municipal and private investment represent an interlocking grid of support that improves the prospects for survival in the arts, and ensures greater diversity of creative expression.

Such benefits must be valued highly in a democratic, pluralistic society such as ours. Abandonment of the cultural field by the federal government would concentrate control in the hands of widely diverse provincial departments and agencies. For the sake of freedom of expression, and the experimentation which is the life blood of creativity, no single level of government, whether federal, provincial or municipal, should be in a position to dictate priorities in the arts.

Thanks to the Association of Canadian Publishers.

Common Agenda Alliance Principles and Strategies

The Common Agenda Alliance is the response of voluntary organizations serving the needs of Canadians in the areas of health advocacy, the environment, the feminist community, and social and cultural policy, among others, to the 1991 federal budget.

The budget is unprecedented in the manner in which the finance minister has seized responsibility for the determination of social and cultural policy through the broad program of restraint that has been imposed on the voluntary sector. This is reflected in the announcement that the federal government will implement a continuous program of spending cuts on grants and contributions which are destined for "special interest groups" - which include, by the government's definition, the Canada Council.

Specifically, the government will reduce the $25 billion it currently spends in this area by $75 million in 1991-92 and a further $125 million every year thereafter. The budget document gives two conflicting time frames for this provision, one stating that the measure will last five years, another stating that the measure will continue every year thereafter. The budget further states that the cuts will respect "government priorities" and the areas for reduction will be determined by Harvie Andre and the Vice-President of the Treasury Board in the coming months.

It is essential to appreciate that these reductions in spending are on top of the reductions announced in the budget document itself, which include:

- a cut of $100 million to the Canada Jobs Strategy Program
- an extension of the Green Plan funds to five years from three years with the same spending levels
- the cancellation and postponement of $151 million of cultural projects
- an across the board reduction in the budgets of all departments and agencies by 3%.

Our First Challenge

The government's announcement of spending cuts on grants and contributions is framed in deliberately ambiguous language. The first challenge for the Common Agenda Alliance is to insist that the government state its intentions clearly. To this end, the Canadian Conference of the Arts and other Alliance members wrote to Mr. Michael Wilson and asked him these questions:

- What is the government's definition of "special interest groups" for the purposes of this exercise?
- Which agencies, programs, funding mechanisms are included in the government target for application of this measure?
- What kind of process will Mr. Andre follow to identify areas for further cuts or elimination?
- Will he provide an enunciation of government priorities in applying further cuts or eliminations of programs?
- Will the government make a commitment that the decisions will be released for public discussion before they are put into place?

To date there has been no reply to any of these crucial questions.

The Common Agenda Alliance is urging every organization and individual concerned with the broad nature of this provision to write to Michael Wilson and the Prime Minister asking these questions and insisting on clear and forthright answers. The government has a responsibility to be accountable to the people of Canada, especially when the social fabric of Canada is about to be changed in a most fundamental manner.

Are We Serving "Special Interests" or The Public Interest?

The most disturbing aspect of this budget is the use of the term "special interest groups" to refer to those non-partisan, voluntary organizations who are actively engaged in almost every area of Canadian life. The Common Agenda Alliance abhors this language and rejects the equation that special interest = self interest.

Voluntary organizations active in the areas of health advocacy, social and cultural issues have been responsible for the articulation and often the delivery of important policies of the government. Among the extensive inventory of such accomplishments are:

- the introduction of legislation on the status of the artist in Canada, a policy which is intended to improve the living standards of Canadian artists, many of whom live below the poverty line.
- the identification of literacy as an important social issue, and the delivery of literacy education for millions of Canadians who are functionally illiterate.
- the identification of family violence as an important social issue, and the provision of shelter, counselling and support for the victims of family violence.
- the protection of the indexing of pensions as a result of the diligent work of senior citizens across Canada.
- the recognition of the AIDS crisis in Canada, and the articulation of a Canadian AIDS strategy which in part supports the delivery of community based services to HIV and AIDS patients across Canada.
- the recognition of the environment as an issue of real concern to all Canadians and the introduction of the Green Plan by the federal government.

This small sample of the contributions of voluntary, non-partisan organizations to the life of Canadians reflects the broad range of the real work of these bodies, which will never be assumed by the government. In its decision to gradually starve this sector of the means to continue to play an active and productive role in Canadian life the government has pronounced a major declaration of social and cultural policy. It has attempted to tarnish the honest efforts of the hundreds of thousands of Canadians who work in this sector (and many of whom are volunteers) with the taint of self interest. It is a tactic that must not be allowed to succeed.

To diminish the significance of groups representing:

- **women**, is to dismiss the concerns of more than half of Canada's population
- **culture**, is to deny culture as a part of every Canadian's daily life
- **environment**, is to bequeath a wasteland to our children
- **natives**, is to deny our country's history and its connection to our present social justice, is to say that Canadian citizens do not have rights

The agenda of "Special Interest Groups" is Canada's agenda.

How Can We Stop It?

The proposed action program of the Common Agenda Alliance is simple and by necessity inexpensive. The key elements are:

1) Exact greater detail from the government on this destructive policy. Groups and individuals are encouraged to write to the Minister of Finance and the Prime Minister asking them to give clear, forthright answers to the questions that arise from this pronouncement. Insist on an answer! Call the office of your Member of Parliament and insist that they seek such clarifications immediately! Letters addressed to Members of Parliament and Cabinet Ministers need no postage - just address the letter and post it as soon as possible.

2) Convene local meetings of the voluntary organizations active in the life of your community. Health advocacy groups, cultural groups, environmental groups, heritage groups, feminist groups, senior citizens groups, literacy groups, social agencies all share a common interest in this issue. Discuss this budget with them and talk about how your group can communicate your concerns most effectively to the general public and federal politicians.

3) The national organizations involved in the Alliance will be organizing press conferences across Canada in the month of April - identify those organizations and individuals who are prepared to help organize and participate in one in your community. Communicate this information to the national coordinating committee to ensure that your group is included in the national campaign.

4) When Parliament returns, the national organizations will be organizing a one day blitz on Parliament Hill. Representatives of organizations who are concerned and may be affected will meet with the caucuses of the major parties and individual members of Parliament to communicate our concerns. A press conference will be held at the end of the day.

5) Speak or write to the many commissions and committees established to address constitutional issues. Tell them that you want the government to continue its responsibilities for the support of voluntary organizations active in the daily life of Canada. Please give specific details about how life in your sector will be affected by the withdrawal or reduction of federal government support. Talk about the real consequences for people who depend upon you.

If the government does not provide the details required to appreciate the true nature of this budgetary provision, tell the commission or committee that this type of action represents one of the greatest difficulties in the political life of Canada, that is the lack of accountability to the people of Canada on issues of fundamental importance to Canadian life.

6) Ensure that the public understands the potential devastation which may result from this action by the federal government. Until the public shares this concern, the battle will be difficult and the divide and conquer mentality expressed in this budget will win the day. Talk to your local media about these issues, inform your members through newletters or bulletins.

If you or your organization would like to join the work of the Common Agenda Alliance, please let us know by telephone, letter or fax. You may contact the national coordinating committee at (613) 238-3561, by fax at (613) 238-4849 or by letter c/o 189 Laurier Avenue East, Ottawa, Ontario K1N 6P1. Please ensure that your telephone and fax numbers are included.

Thanks to Canadian Conference of the Arts and Canadian Artists Representation Ontario

A COMMON AGENDA

Issued April 15, 1991

The social, cultural and environmental agenda in Canada is everyone's responsibility. Organizations that represent fundamental Canadian issues and future well-being have come together to express concern over the political focus of the federal government. If it continues with its current direction the voices of individual Canadians will be severely diminished.

Issues that affect every individual's daily life are no longer an agenda priority of the federal government:

- Our sense of fairness and equality,
- Our ideals of social justice,
- Our cultural identity,
- Our values and responsibilities, to our children and our senior citizens.

In their 1991 budget the government targeted "Special Interest Groups" for their broad program of restraint.

The manner in which the finance minister has seized responsibility for the determination of social and cultural policy through the budget is unprecedented. The government states it will implement a program of spending cuts reducing the $2.5 billion it currently spends in this area by $75 million in 1991/92. Each year thereafter a further $125 million will be cut from contributions made to these groups.

The budget gives two conflicting time frames for these cuts. One states the measures will be for five years and another says it will continue indefinitely. The areas for funding reductions will be determined by Harvie Andre and the Vice-President of the Treasury Board respecting "government priorities".

Last year the federal government attempted to introduce major cuts to women's and aboriginal organizations, but because of public response the funds were temporarily reinstated. This action clearly shows the direction the government will take in respect to the "government priorities".

Michael Wilson was ask to define "special interest groups", provide a list of the identified groups and state the government's priorities.

To date the Minister has not replied.

There is no question that every organization in the volunteer sector will feel the effect of these restraint measures. The effect of cuts to these groups is compounded by other reductions announced in the budget:

- a cut of $100 million to the Canada Jobs Strategy Program
- extending the Green Plan program to five years on a three year budget
- cancellation of $151 million of cultural projects
- an immediate reduction of $865 million in direct transfer payments to the provinces.

In addition to the above a new buzz-word, "devolution", was introduced by the federal government to describe a process of passing federal program responsibility off to the provinces. The government has unilaterally decided that the provinces should have more power and control over programs that are currently of national significance. Discussions are already taking place regarding many federal cultural programs. What other programs are being considered is not yet known.

It hasn't been clearly stated if the federal funds for operating these programs will also be allocated to the provinces. However, the fact that transfer payments and funds to Special Interest Groups are being reduced provides a definitive answer in regard to the government's intention.

From many provinces we are hearing of social services and cultural programs being cut. Provinces are already feeling the heavy burden of a stressed economy and the federal government's policies. As transfer payments are decreased and federal programs are devolved most provinces will not be able to maintain existing services nor add these additional federal services.

To devolve federal programs to the provinces is to further undermine our national unity.

"Special Interest Groups" reflect the true concerns and values of Canadians. As the government's program of budgetary restraint begins, links between the people of Canada and the country's decision makers will disappear. All that Canadians hold important will no longer have a place in Canadian politics. The voices of our

citizens will not be heard. Our country will be run in a manner which ignores the day to day reality of the individuals that make up this country.

"Special Interest Groups", while they may be small and underfunded, reflect and represent the concerns of every Canadian. These organizations work for individuals and are in touch with their constituents on a daily basis. The issues addressed by these groups are of consequence to every Canadian.

To diminish the significance of groups representing

women,
is to dismiss the concerns of more than half of Canada's population;
culture,
is to deny culture as a part of every Canadian's daily life;
environment,
is to bequeath a wasteland to our children;
aboriginal people,
is to contradict a constitutional right;
social justice,
is to say that Canadian citizens do not have rights.

As the federal government's program of restraint continues "Special Interest Groups" will not be able to maintain connections with their constituents. The issues facing each of us will no longer have a place in this country's political agenda.

"Special Interest Groups" coordinate and service an estimated 5.3 million Canadians performing volunteer work and representing the combined agendas of almost every person living in Canada. If volunteers billed the federal government for their work it would cost $13.2 billion dollars (in 1990 dollar values), equivalent to 53 per cent of the wages paid in the entire retail industry and 43 per cent of all employees at all levels of public service employment in Canada.

Statistics extracted from: "Economic Dimensions of Volunteer Work in Canada", Dept. of Secretary of State, Dec. 1989

The government's decision to cut these programs must not be implemented. It is extremely important that the Government of Canada recognize that "Special Interest Groups" are significant to all Canadians.

The agenda of Special Interest Groups is Canada's Agenda.

5.

Mandate - Arts Advisory Sub-Committee

1. To act in an advisory capacity to the Parks and Recreation Committee on the arts and on arts related matters.

2. To monitor and review on a regular basis the "Policy For The Arts" and to meet annually with the arts community for its input and information.

3. To administer the Hamilton Arts Award annually.

4. To provide an annual review regarding grants applications from arts organizations.

5. To liaise and communicate with other arts groups and agencies both within and outside of Hamilton in order to promote co-operative responses concerning arts issues and to encourage joint programmes where feasible.

6. To promote community-wide appreciation for and access to the arts.

Arts Advisory Sub-Committee

Guidelines for Members

I. Roles and Responsibilities

1.0 The composition of the Arts Advisory Sub-Committee will attempt to reflect the broad spectrum of arts interests in the community, including but not limited to, theatre, dance, music, literature, the visual arts and mixed media disciplines.

2.0 Members are expected to share their skills and expertise as concerned volunteers.

3.0 The Arts Advisory Sub-Committee may provide representatives to sit on other civic Committees and external bodies concerned with the arts.

3.1 1) These representatives shall be selected by the Sub-Committee as a whole.

2) These representatives shall present regular reports to the Sub-Committee concerning Committee activities.

3) All members are expected to sit upon various internal and external Committees, as required.

4.0 The Chairperson, or in the absence of the Chairperson, the Vice-Chairperson shall act as the spokesperson for the Arts Advisory Sub-Committee. The Chairperson may delegate this authority if it is deemed appropriate, due to another member's greater expertise or interest in an issue or due to the absence of the Chairperson. The Chairperson shall report to the Parks and Recreation Committee.

II. Guidelines for Conduct of Members

Sub-Committee Members shall:

1.0 Conduct themselves in such a manner whereby the reputation and standing of the Art Advisory Sub-Committee is upheld and enhanced.

2.0 Regard as confidential all information contained is documents relating to applications for grants submitted by artists and arts organizations to the City Treasury Department.

3.0 Disclose a conflict of interest in any matter that may be presented to the Sub-Committee and abstain from discussion or voting in such matters.

4.0 Obtain Sub-Committee or staff approval prior to making any verbal or written public statement which purports to be the view of the Sub-Committee.

4.1 Personal views shall be acknowledged as such.

5.0 Obtain prior approval from the Sub-Committee, before initiating or offering the tacit or active support of the Sub-Committee to any project which would involve the Sub-Committee, or a Department of the Corporation of the City of Hamilton.

6.0 Endeavour to attend all regularly scheduled meetings and advise the Secretary when unable to do so. Members will be requested to resign in the event that:

i. three consecutive meetings are missed

ii. a majority of meetings throughout the year are missed.

III. Guidelines for Meetings

1.0 The Sub-Committee will be composed of eleven citizen members, plus two representatives of City Council.

1.1 A term will extend from January 1 of the first year to December 31 of the third year.

1.2 Notice for new members will be posted in the Hamilton Spectator in October, for appointment by the Parks and Recreation Committee in November/December.

1.3 In the event that a vacancy exists before a term has ended, the Sub-Committee may recommend a replacement to the Parks and Recreation Committee.

2.0 Meetings of the Sub-Committee will be scheduled on a monthly basis.

2.1 Additional or alternate meetings may be held at the discretion of the Chair.

3.0 A record of Meetings will be kept by a representative of the City Clerk, acting as Secretary.

4.0 Officers of the Sub-Committee (Chairperson, Vice-Chairperson, Sub-Committee Chairpersons) will be elected, by secret ballot, at the first meeting of the Sub-Committee held at the beginning of a new term of service.

5.0 The Chairperson will meet with the Arts Co-ordinator and Secretary prior to each regular meeting to review agenda items and determine the necessity for meeting.

6.0 A quorum shall consist of a simple majority of the total members.

6.1 If within 30 minutes of the time called for the meeting, there is no quorum, the meeting will stand adjourned, pending the next regular meeting or call of the chair.

7.0 Only members present at the meeting will vote. If a conflict of interest exists involving a member, that member will declare a conflict and refrain from discussion and voting.

8.0 Members who make a motion will provide a written copy of their motion to the Secretary, by the end of the meeting. (Municipal Handbook sec. 9 (1)).

9.0 The Rules of Order of the Sub-Committee will, as far as practicable, follow those of City Council. (Municipal Handbook sec. 33 (50, secs. 8-29).

10.0 General Meetings of the Sub-Committee will open to the public.

11.0 Amendments to the Mandate or Guidelines for Members shall be proposed, in writing, and circulated among the members, in advance of the next scheduled meeting.

12.0 To ensure its relevance, the Mandate should be reviewed every three years.

IV. Education and Training

1.0 Members should receive a Manual of politics and procedures, a recent copy of the Municipal Handbook, and a copy of "Policy For The Arts".

2.0 Subject to the relevance and availability of funds, a representative of the Sub-Committee should attend an arts-related workshop or conference, held within reasonable driving distance.

2.1 Member delegates will be expected to provide a written summary for distribution among staff and Sub-Committee members.

3.0 New items for discussion should be brought to the attention of the Chairperson and Secretary, prior to a meeting, so as to begin any required research and provide accurate information for the meeting.

1. PROLOGUE

1.1 The Arts Advisory Sub-Committee requests that the City of Hamilton continue to approve the Sub-Committee's role in the review of arts grants applications.

1.2 This report will outline the review process from the Sub-Committee's perspective. It is the wish of the Sub-Committee that it fulfil an advisory role to the Parks and Recreation Committee and to Council by providing information and comments, and an advocacy role to the arts community by supporting the excellence, diversity and vitality of the arts in the City of Hamilton.

1.3 The Sub-Committee supports the use of City funds for grants to arts organizations. This is consistent with the arts policy's stated principles, i.e.

* Partnerships
* Excellence
* Awareness and Appreciation
* Fiscal Responsibility
* Access.

(See attached.)

1.4 The original policy objectives 12, 13, 14, 15, 18 (Funding section) are herein revised for presentation as an addendum in the 1990 updated version of "POLICY FOR THE ARTS". (Objectives 12, 13, 14, 15 and 18 are attached for your reference.)

2. CRITERIA OF GRANTS POLICY AND APPLICATION FORM

All Arts Grants applications must meet the criteria as defined in the Grants Application Form.

Applications missing any of the criteria will not be considered for a Grant.

Organizations requesting grants of $5 000 or more must include an audited financial statement of the previous year's activities.

The Grants Co-ordinator, Treasury Department, screens all applications upon receipt to ensure that criteria are met, e.g.

* applications received on or before the published deadline
* information accurate and complete

3. REVIEW PERIOD

Submitted applications from arts organizations are available at City Hall to members of the Arts Advisory Sub-Committee over a period of three weeks. It is expected that Sub-Committee members will avail themselves of this opportunity to study the documents.

4. REVIEW PROCESS

4.1 The information supplied by applicants will be treated in strictest confidence.

4.2 The municipal guidelines concerning conflict of interest will be respected. Members of the Sub-Committee with a direct interest in any application for funds will declare this information and abstain from commenting on the application.

4.3 Comments from the Sub-Committee will be forwarded to the Grants Co-ordinator and the Grants Review Group in the form of a report. The comments will be based on the following considerations:

(a) Need and purpose of City funding: benefits to the organization and to the City of Hamilton if funding is not approved.

(b) Managerial and fiscal competence as demonstrated by Board of Directors, staff capabilities, strength of volunteer programmes and review of financial documentation.

(c) Quality of programmes and/or activities.

(d) Ability to attract support as demonstrated by funding from other public and private sources.

5. ROLE OF THE ARTS CO-ORDINATOR

5.1 The Arts Co-ordinator will act as a liaison between the Grants Co-ordinator and the Sub-Committee; between the Grants Review Group and the Sub-Committee.

5.2 The Arts Co-ordinator will assist the Sub-Committee during the review with provision of information relevant to the grants process.

ONTARIO ARTS COUNCIL
ARTS
CONSEIL DES ARTS DE L'ONTARIO

6.

Chair / Présidente
Nalini Stewart
Executive Director/
Directeur général
Norman B. Walford

ONTARIO ARTS COUNCIL
BOARD MEMBERS

Nalini Stewart (Chair)	Toronto
deLobe Panet (Vice-Chair)	Ottawa
Lucie Amyot	Toronto
Brock Armstrong	London
Mary Jane Christakos	Sudbury
Mina Grossman	Windsor
Barbara Ivey	Toronto
Thomas A. Jamieson	Niagara-on-the-Lake
William Johnston	Toronto
Peggy Nash	Toronto
Donald C. Paterson	Thunder Bay
Michael Rayner	Toronto

April 1991

An agency of the government of Ontario / Un organisme du gouvernement de l'Ontario
151 Bloor Street West, Suite 500, Toronto, Ontario, M5S 1T6 Telephone (416) 961-1660 FAX (416) 961-7796 Toll-free 1-800-387-0058
151, rue Bloor ouest, Bureau 500, Toronto (Ontario) M5S 1T6 Téléphone (416) 961-1660 Télécopieur (416) 961-7796 Sans frais 1-800-387-0058

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL 546 2700
FAX: 546-2095

1991 May 17th

7.

Mr. Charles Renaud
56 Flatt Avenue
Hamilton, Ontario
L8P 4N3

Dear Chuck:

The Regional Planning Department is hosting an all-day forum on sustainable development on Saturday, 1991 June 15. As you can see from the attached programme sheet, there will be a choice of workshops including "#5. Culture and Learning".

It may be of interest to the Sub-Committee members to attend, or to submit a position paper.

Unfortunately, I will be unable to attend as 1991 June 15, is also the date for Arts and The Cities Annual Meeting at City Hall.

Yours truly,

for Cheryl York, Arts Co-Ordinator

Attch.
c.c.- Arts Advisory Sub-Committee members
- Ms. Marilynn Havelka, Manager of Cultural Services
Culture and Recreation Department

Forum focuses on region's future

Your thoughts about our future are important, and you'll be able to share your ideas at a community forum on Saturday, June 15th at the Hamilton Convention Centre. Citizen input from the day will be incorporated into the Vision Statement process.

Throughout the day, a video of last fall's workshops can be seen, along with displays showing children's ideas about our future. Fill out the registration form below today!

Registration Information

When:
Saturday, June 15, 1991 9:00 am - 4:30 pm
Registration: 8:30 am - 9:00 am

Where:
Hamilton Convention Centre
115 King St. West,
(Use entrance off Summer's Lane)
Hamilton, Ontario

Cost:
Free (including breaks and lunch)

Assistance:
Free child care at the YWCA and public transit.
Please indicate on registration form if applicable.

Accessibility:
The Convention Centre is wheelchair accessible.

Registration deadline:
Friday, May 31, 1991

P r o g r a m

8:30-9:00 am	*Registration*
9:00-9:30	*Introduction*
	Welcome and Overview of Task Force, *Regional Chairman* *Reg Whynott*
9:30-10:15	*Workshops (part 1)*
10:15-10:30	*Break*
10:30-12:00	*Workshops (part 2)*
12:00-1:15 pm	*Luncheon* *Speaker: Colin Isaacs* *Environmental Policy Consultant* *Member,* *Ontario Round Table on Environment and Economy*
	"Working Together for a Better Region"
1:15-2:45	*Reports from workshops*
2:45-3:00	*Break*
3:00-4:30	*Discussion and public submissions*

Most of the day will be broadcast live on Cable 14

Note: Program is subject to change.

Workshop options

Eight working groups were formed this spring to investigate issues identified last fall. Each working group is made up of Task Force members and other citizen volunteers.

One of the main purposes of the forum is to allow you to hear and to comment on the recommendations of the working groups. The issues the groups are examining are listed to the right.

Workshops will be concurrent. However, after lunch, overviews from each workshop will be presented to everyone.

Please indicate your first and second choice:

1. _____*Human Health*
2. _____*Ecosystem Integrity (human disturbances of natural processes)*
3. _____*Natural Areas*
4. _____*Community Design*
5. _____*Culture and Learning*
6. _____*Community Well-Being*
7. _____*Economy, Livelihood and Education*
8. _____*Food and Agricultue*

Note: *The scope of each working group is subject to change. Workshop choices filled on a first-come basis.*

The following reports were prepared for the working groups and are available to the public.



*Please call **546-4186** for your copy.*

Background Papers:

1. *Government in Hamilton-Wentworth*
2. *The Planning Function of Regional Government in Hamilton-Wentworth*

Discussion Papers:

1. *Demographic Trends and Social Adjustment*
2. *Workforce, Education and Human Development*
3. *Habitation and Community Design*
4. *Transportation, Physical Services and Land Use*
5. *Economic Base and Livelihood*
6. *Food, Rural Land Use and the Agricultural Economy*
7. *Environment and Health*
8. *Greenspace and Natural Areas*
9. *Energy, Waste and Resource Consumption*
10. *Poverty, Social Equity and Community Well-Being*
11. *Population Health and the Health Care System*

Visions reports on the activities of the Regional Chairman's Task Force on Sustainable Development. The Task Force has a two year mandate to create a Regional Vision Statement integrating economic, environmental and social goals and to design a strategy to bring the vision to life.

Address correspondence to:

The Task Force on Sustainable Development
c/o Regional Planning and Development Department
119 King St. W., 14th floor, P.O. Box 910
Hamilton, Ontario L8N 3V9
(416) 546-2195

The Community Speaks:
a Cable 14 presentation



Hear what residents of Hamilton-Wentworth feel is important for our future.

Taped at the Task Force workshops last fall.

Sunday, May 12	***Monday, May 13***
12 noon-1:30 pm	***10-11:30 pm***

Call 523-1414 for broadcast times in June.

Printed on recycled paper.

Creating the sustainable region

Saturday, June 15, 1991 Hamilton Convention Centre

Name: _____
Phone: home: (____) ____ -_____
office: (____) ____ -_____
Child Care: N____ Y____ /Ages: _____

Address: _____
_____
_____
Public Transit Requested: N____ Y____

Registration deadline May 31, 1991 Register today. Space is limited.
Please indicate your workshop choice on the reverse side.

Send this form to:
Brenda Poland, Communications Co-ordinator, c/o Regional Planning Department,
119 King St. W., 14th floor, Hamilton, Ontario L8N 3V9

VISIONS
for a sustainable future for hamilton-wentworth

Issue No. 2 *Spring 1991*



Workshop participants explored ways to improve life in Hamilton-Wentworth.

Citizens voice concerns for region's future.

Last fall, citizens from all over Hamilton-Wentworth expressed their hopes and aspirations for the region at seven community workshops and through verbal and written comments. These ideas will be used by the Task Force on Sustainable Development in forming a Regional Vision Statement which will be produced this summer.

The Task Force, comprising 16 citizens and three Regional Councillors, was set up in 1990 by Regional Council to recommend future economic, environmental and social directions for Hamilton-Wentworth.

Hamilton-Wentworth part of world-wide movement

The Regional Municipality of Hamilton-Wentworth is one of many governments and other organizations around the world that have adopted a new approach: "sustainable development". Simply put, sustainable development calls for the integration of economic, environmental and social factors in public and private decision making to ensure a viable future for us all.

Read what people said

Community workshops were held in Ancaster, Dundas, Flamborough, Glanbrook, Hamilton and Stoney Creek. Comments from the workshops, as well as from a telephone line and written submissions have been published in a report. Please call 546-4162 for your free copy.

cont'd on page 2

The seven major issues of concern for most people who offered their views last fall are (in no order of priority):

- transportation system offers inadequate opportunities for cycling, pedestrians and public transit;
- recent urban development is unattractive, destructive of landscape character, wasteful of resources, and lacks a sense of community;
- pollution (air, water and soil);
- loss of natural areas and encroachment on conservation lands and scenic areas;
- economic concerns regarding over-dependence on manufacturing, a lack of dynamic initiative in the economy and shrinking employment opportunities;
- local government is not responsive to citizens, shows a lack of leadership and exhibits little commitment to long term plans and policies;
- social problems such as poverty, security, and an aging population.

A Publication Produced by HAMILTON-WENTWORTH TASK FORCE ON SUSTAINABLE DEVELOPMENT

itizens' concerns

cont'd from page 1.

ace the Task Force feels that an effort should be made to volve people who normally are overlooked, specific oups were invited to meet and discuss their ideas on the pe of community they desire. Approximately 20 groups, ch as rural seniors, native people and immigrants have et.

s with the workshops, free copies of the report on these scussions are available by calling 546-4162. Please ask r the focus group report.



Creating our vision

The Task Force is presently working on a "Vision Statement" which will be circulated publicly when it is completed. The Task Force wants to involve as many people as possible in this process to ensure that a vision for Hamilton-Wentworth represents a broad community perspective.

A vision is an expression of what we want; it forces us to take a stand for the future we desire. In the case of the Task Force, a regional vision will also guide at least three major regional government activities:

- a review of the Regional Official Plan (determines how land is used and developed)
- the Economic Strategy (aimed at improving the economic life of Hamilton-Wentworth)
- budgeting (how your tax dollars should be spent)

The region will be involved with many organizations to help make the vision happen.

Building blocks for the vision



As a starting point, the Task Force has identified four principles:

- the fulfilment of human needs for peace, clean air and water, food, shelter, education, and useful and satisfying employment
- the maintenance and enhancement of ecological integrity and protection of diverse and important natural species and systems
- the right of citizens to be meaningfully involved in the definition and development of local solutions to environmental and development problems
- the fairest possible sharing of limited resources today and for the future.

The Task Force members feel that these four principles are a good basis for a vision of a sustainable Hamilton-Wentworth.

Task Force gets extra help

Members of the Task Force are now meeting twice a month with 35 community volunteers in eight working groups. Each group is looking at the social, economic and environmental aspects of a particular subject.

The eight groups are:

- human health
- ecosystem integrity
- natural areas
- community design
- culture and learning
- community well-being
- economy, livelihood and education
- food and agriculture

The working groups will present their ideas for a vision at the community forum in June (see next page) where you will have an opportunity to discuss these ideas.

ECONOMY

Introduction

This fact sheet provides a brief overview of the Region's economy, with particular emphasis on employment growth and specialization. These factors play an important role in the ability of a regional economy to capitalize on economic upturns and minimize the impacts of economic downturns. Other economic indicators such as bankruptcy statistics, housing starts and income levels are also presented to give an indication of recent economic trends in Hamilton-Wentworth.

Employment

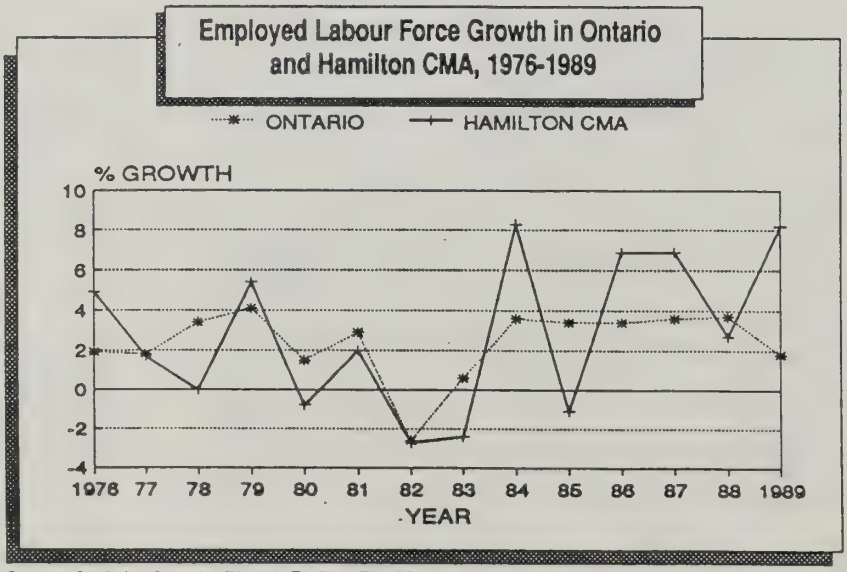
Census metropolitan area (CMA) data is used in this section because the 1981 and 1986 Census provides a more detailed sectoral breakdown of employment for the Hamilton CMA[1] than for the Regional Municipality of Hamilton-Wentworth.

Employment Growth

Between 1971 and 1981, the labour force growth rate in Ontario and the Hamilton CMA was approximately the same with Ontario experiencing a 33% increase and the Hamilton CMA experiencing a 31% increase. The Hamilton CMA experienced strong employment growth during the mid to late 1980's. In 1989, there were 329,000 employed residents in the Hamilton CMA representing an increase of approximately 32% over 1980. Over the same period, the number of people employed in the Province of Ontario increased by only 22%. Since 1986, growth in the employed labour force in the Hamilton CMA has been very strong in comparison to the Province.

Growth in the Region's employed labour force has been much more volatile than in the Province as a whole due to the high degree of local specialization in manufacturing. The recession of the early 1980's had a more severe and lasting impact on employment growth in the Hamilton CMA than it did on the Province. In 1983, when the recession had largely ended, employed labour force growth was positive in Ontario while the Hamilton CMA experienced a 2.4% decline. This was due to the large decreases in manufacturing employment during the recession.

Employed Labour Force Growth in Ontario and Hamilton CMA, 1976-1989



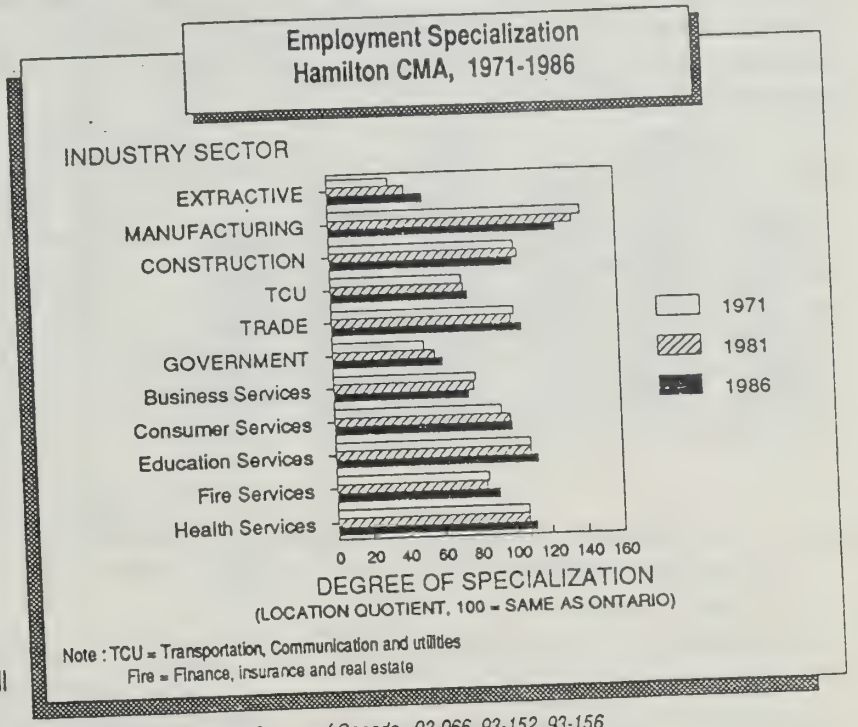
Source: Statistics Canada, 71-001, 71-201, 71-529

[1]The Hamilton CMA consists of the Regional Municipality of Hamilton-Wentworth plus Burlington and Grimsby.

Structure of the Regional Economy

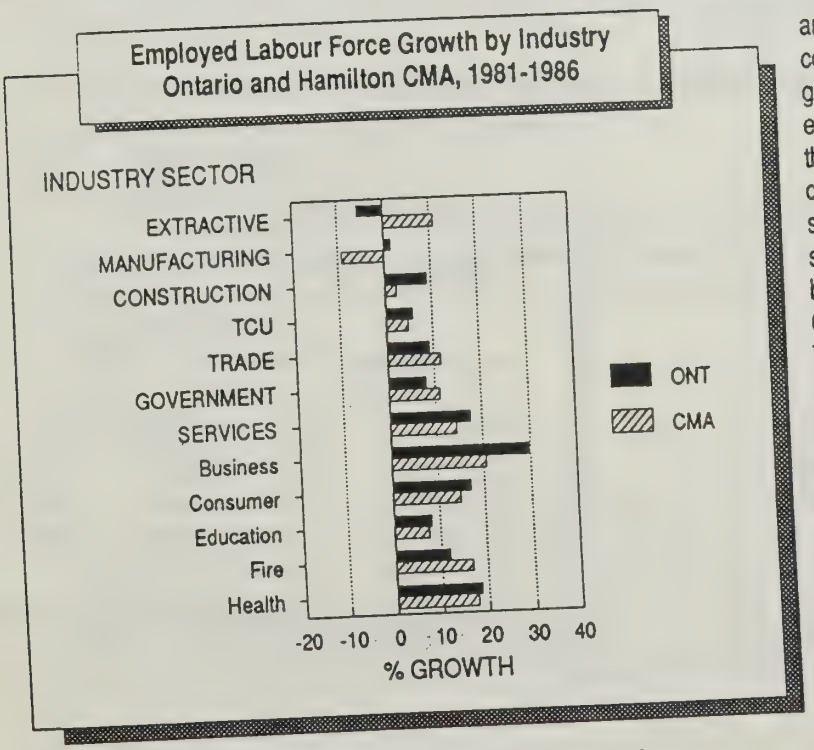
A location quotient is used to measure employment specialization. When the Hamilton CMA has a larger share of its employment in a sector than does Ontario, then the location quotient is greater than 100 and employment specialization exists.

Relative to the Ontario economy, the Hamilton CMA decreased its reliance on manufacturing employment over the period 1971 to 1986. However, the Hamilton CMA is still heavily specialized in manufacturing. The Regional economy is also specialized in the construction, trade, education and health services sectors. The Regional economy is relatively under specialized in: extractive industries, TCU, government services, services to business and Fire. Over the period 1981 to 1986, the Hamilton CMA increased its specialization in the consumer, education and health services sectors as well as the finance, insurance and real estate sector.



Source : Statistics Canada, Census of Canada, 93-966, 93-152, 93-156

Industry Sector Trends



Source : Statistics Canada, Census of Canada, 93-152, 93-156

The fastest growing sector between 1971 and 1981 was the service sector. Business, consumer and Fire services exhibited strong growth. Manufacturing, construction and extractive industries exhibited slow growth over this period. These fundamental structural shifts continued into the 1980's. The fastest growing sector between 1981 and 1986 was again the service sector. The employed labour force in business services grew by 21% in the Hamilton CMA as compared to 30% in the Province. Therefore, the Hamilton CMA lost ground to the Province with respect to business services, the fastest growing Provincial employment sector.

The slowest growth sector between 1981 and 1986 was manufacturing. The Hamilton CMA lost 8,350 manufacturing jobs over this period - a 9.5% decline. Manufacturing employment in the Province fared better, but still grew only 1.5% over the same period. Between 1981 and 1986, the Hamilton CMA had a higher employment growth rate than the Province in the extractive, trade, government, and Fire sectors.

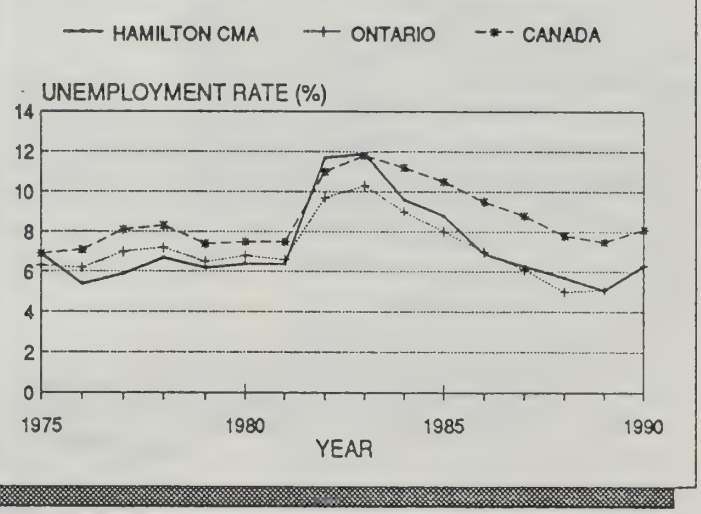
In terms of employment, the manufacturing sector is decreasing in importance while the service sector is increasing. In 1981, the Hamilton CMA's employed labour force in the service sector was approximately the same size as the employed labour force in the manufacturing sector, with each sector representing approximately 33% of the employed labour force. By 1986, there was approximately 25,000 more people employed in the service sector than in the manufacturing sector. Manufacturing represented 28% of the employed labour force while services increased to 37%.

Unemployment

The Hamilton CMA and Ontario followed roughly the same pattern of unemployment rates over the last 15 years. In general, both the Hamilton CMA and Ontario experienced lower unemployment rates than Canada as a whole. During the late 1970's, the unemployment rate in the Hamilton CMA was lower than the Provincial rate.

However, during the recession of the early 1980's, the Hamilton CMA had a higher unemployment rate than the Province. The local unemployment rate did not come back into line with the Provincial rate until 1986. This suggests that due to local specialization in manufacturing, not only did the Hamilton CMA have a higher unemployment rate during the recession, but it took much longer for the local unemployment rate to drop once the recession was over.

Unemployment, Hamilton CMA Ontario and Canada, 1975-1990



Source : Statistics Canada, 71-001, 71-201, 71-529

Since 1986, the Regional unemployment rate has been about the same as the Provincial rate, and in 1987 and 1988 was actually less than the Provincial rate. The increase in the unemployment rate in 1990 for Canada, Ontario and the Hamilton CMA is symptomatic of Canada's entry into a recession in 1990. Unemployment rates in 1991 are expected to be higher than 1990 rates.

Business Activity

Bankruptcies

Bankruptcies in Hamilton-Wentworth were fairly low over the 1986 to 1988 period. In 1989, the number of bankruptcies increased by 81% over the 1988 figure. This trend continued in 1990 with the number of bankruptcies growing as a result of the recession. In 1990, the number of bankruptcies in Hamilton-Wentworth reached almost 1,000, up 46% over the 1989 figure. This 46% increase in bankruptcies is approximately the same as the rate of increase in bankruptcies for Canada as a whole (44%), and is far less than the 81% increase in bankruptcies in Ontario between 1989 and 1990.

Bankruptcies in Hamilton-Wentworth 1986-1990

	Type			
Year	Business	Consumer	Total	% Change
1986	77	359	436	na
1987	64	487	551	26%
1988	53	322	375	-32%
1989	90	590	680	81%
1990	115	880	995	46%

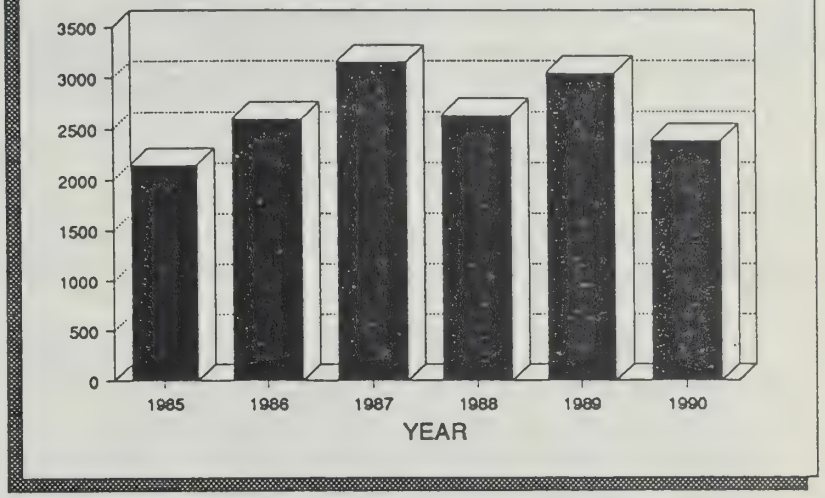
Source: Consumer and Corporate Affairs, 1990

Regional Trends

Housing Starts

In 1987, housing starts reached a record high in Hamilton-Wentworth with 3,155 starts. The number of housing starts dropped in 1988 and rose again in 1989. This high level of residential construction activity is in part a result of escalating housing prices in Metropolitan Toronto. The effect of a slumping real estate market can be seen in the lower figure for housing starts in Hamilton-Wentworth in 1990. There was a 22% drop in housing starts between 1989 and 1990.

Housing Starts
Hamilton-Wentworth, 1985-1990



Source: Canada Mortgage and Housing Corporation, Local Housing Market Reports

Real Per Capita Income, 1986-1990
(1986 Constant $)

	Year			% Change	% Change	% Change
	1986	1988	1990	1986-88	1988-90	1986-90
H-W	13,040	14,825	15,230	3.7%	2.7%	16.8%
Ontario	13,935	15,840	15,980	13.7%	0.9%	14.7%
Canada	12,720	13,630	13,810	7.2%	1.3%	8.6%

Source: Financial Post, Canadian Markets, Consumer Price Index, Statistics Canada, 62-010, 62-001

Income

Real per capita income is calculated by adjusting per capita income for inflation using the consumer price index.

Real per capita income in 1990 for Hamilton-Wentworth was $15,230. This was slightly below the Provincial figure of $15,980, but well above the national figure of $13,810.

Per capita income in Hamilton-Wentworth increased from $13,040 in 1986 to $15,230 in 1990. This represents a 16.8% increase which is higher than the 14.7% increase for the Province and the 8.6% increase for Canada as a whole over the same period. While growth in real per capita income was low between 1988 and 1990, the Region had a higher growth rate than Ontario and Canada.

Conclusion

The recession of the early 1980's had a significant impact on the structure of the economy and employment growth in the Region. Manufacturing was hardest hit and the Region suffered large manufacturing job losses and relatively high unemployment rates. Economic indicators show that the Regional economy posted very strong growth in the period 1986 to 1989. The Regional economy has diversified a great deal since the 1970's and early 1980's, but still remains specialized in manufacturing. How severely the present recession affects the Regional economy will depend in large part on the particular sectors which are hardest hit by the downturn, and the extent to which the Regional economy has actually diversified.

Task Force on Sustainable Development

economic, social and environmental planning for the future

SOCIAL STATISTICS

Introduction

Equity and fairness form the foundations of a just social system. The Social Assistance Review Committee (SARC) adopted the following as the objective of the Social Assistance Program in Ontario:

> ***All people in Ontario are entitled to an equal assurance of life opportunities in a society that is based on fairness, shared responsibility and personal dignity for all. The objectives for social assistance therefore must be to ensure that individuals are able to make the transition from dependence to autonomy, and from exclusion on the margins of society to integration within the mainstream of community life.***

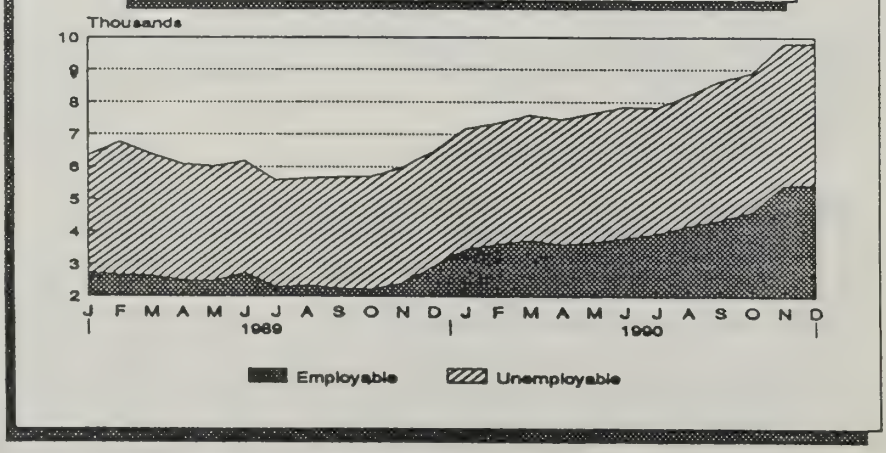
Different groups in society often experience lower income and more limited access to employment, health care, housing and education than the population as a whole. This inhibits the transition to autonomy and integration. This Fact Sheet will provide a brief overview of some of the groups in the Region which may experience such inequities.

The Poor

There were approximately 14,000 families and 20,000 unattached individuals living below Statistics Canada's low income cut-offs (commonly referred to as the 'poverty line') in Hamilton-Wentworth in 1986. For families, the incidence of low income was 14.4%, compared to 11% in Ontario. National statistics on child poverty indicate that two-thirds of all families living in poverty have children under 16. Amongst unattached individuals, 43% lived below the 'poverty line' in Hamilton-Wentworth, compared to 41% in Ontario. These figures include the working poor as well as households on social assistance.

The caseload of households on General Welfare Assistance (GWA) has increased significantly over the past 2 years (see chart 1). A review of the benefits received by GWA recipients for different household sizes in January 1990 indicated that between 93% (for 2 person households) and 100% (for households with 5 or more persons) had incomes below the poverty line. GWA generally provides short term assistance to single parents and unemployed persons. Other forms of social assistance are Family Benefits and Canada Pension.

CHART 1
Caseload of Households on General Welfare Assistance Hamilton-Wentworth, Jan.,1989 to Dec., 1990



Source: Hamilton-Wentworth Social Services Department

National figures indicate that a majority (56%) of low income families and a minority (39%) of low income unattached individuals are working poor. An estimated 15,600 families and unattached individuals in Hamilton-Wentworth are working poor, if national rates apply to this Region.

Independent Youth

At least 5,750 households, or 4% of all households in the Region, are headed by 15-24 year olds. Fifty-two percent of young households are headed by females, compared to 33% of all households. In addition to those youth forming their own households, other independent youth live in the community with non-relatives.

Many households headed by youth have low incomes (25% had 1985 incomes of less than $7,500 and 47% of less than $15,000). Of the 2,277 youth on General Welfare Assistance in Hamilton-Wentworth in January 1990, 39% spent more than 70% of total income on shelter.

The Community Street Youth Task Force conducted an agency survey which suggested that there are at least 350 street youth in Hamilton-Wentworth. Street youth were defined as 13 to 25 year olds who are dependent on non-traditional sources for survival and acceptance. This group includes runaways and youth living, or spending most of their time, on the street. The Task Force found that "...many youth are exposed to prostitution, violence, drug and alcohol abuse, sexually transmitted diseases and malnutrition and frequently must "line-up" for meals...The need for a co-ordinated (multidisciplinary) approach to dealing with the street youth population is immediately obvious."

Homeless

The Final Report of the Minister's Advisory Committee on the International Year of Shelter for the Homeless, 1988, identified the homeless as: people literally without shelter; people who use the emergency shelter system as a permanent form of accommodation; tenants living in overcrowded, substandard housing; and, tenants who pay more than 50% of their income on rent. Factors affecting homelessness include: the loss of affordable housing; low rental housing production; low income; low rates of social assistance; and, de-institutionalization.

A 3 month program of crisis intervention to meet the needs of homeless persons was conducted by Wesley Urban Ministries in 1990. At least 126 homeless persons used the program. Among those identified as homeless were men and women, youth, victims of violence, and post-psychiatric patients.

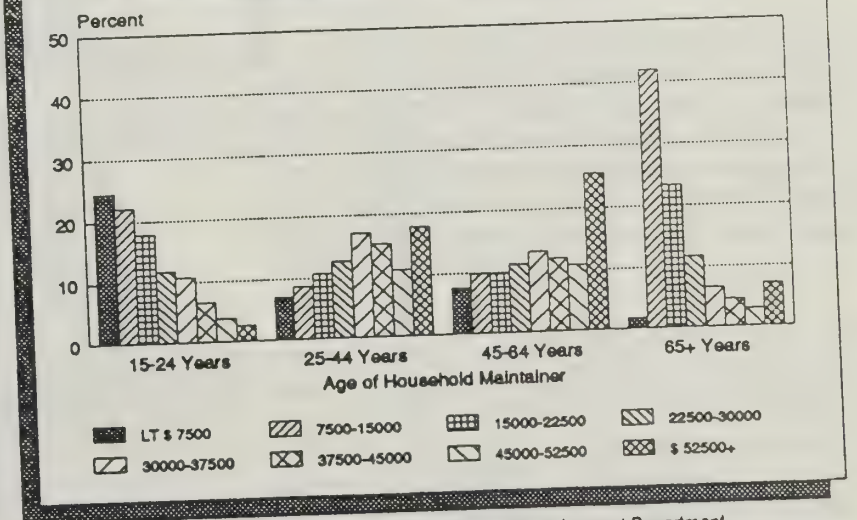
Shelter requirements of the diverse homeless population range from emergency shelters to transitional accommodation, rooming and boarding houses, residential care facilities[2], hostel units, and affordable rental units. Additional supports may be required to address a range of problems within the homeless population, such as isolation, lack of social skills, mental illness or substance abuse.

Seniors

Individuals 65 years of age and over make up 13% of the Region's population and this number is expected to increase to 15% by 2006. In absolute terms, the number of elderly living in the Region is expected to increase from 57,300 in 1988 to 73,900 in 2006 (29%). The most elderly cohort (80+) is forecast to grow fastest, from 12,300 to 21,300, or 73%.

Compared to the population as a whole, seniors are more likely to experience low income and to live alone. In 1988, 44% of senior households consisted of one person living alone, compared to 23% of all households. Approximately 42% of all households headed by seniors had incomes of between $7,500 and $15,000 in 1985, compared to 17% of all households.

CHART 2
Income by Age of Household Maintainer
Hamilton-Wentworth, 1985



Source: Statistis Canada, Hamilton-Wentworth Planning and Development Department

As they age, seniors become more likely to require services such as home care and meals on wheels and/or support from family members to retain independence. According to the HALS survey, 29% of seniors in Hamilton-Wentworth experience some limitation to their daily activity, more than three times the estimate for the population as a whole. A 1988 survey[1] found that the day-to-day activities seniors most frequently mentioned having a lot of difficulty with were heavy housework, shopping for groceries, walking up and down stairs, taking part in social and recreational activities, and getting off the bus.

[1]This survey was conducted as part of the Services for Seniors Study prepared by the Hamilton-Wentworth District Health Council and the Regional Municipality of Hamilton-Wentworth.

[2]A single dwelling housing a group of people living together in a supervised environment for their social, emotional and physical well being.

Lone Parent Families

There were 14,415 lone parent families in the Region in 1986, 84% of which were female led. Lone parent families represent 9% of all households and 20% of all families with children. The number of lone parent families increased by 30% between 1976 and 1986, while the number of two parent families with children remained constant.

According to Statistics Canada, the incidence of low income amongst families in Hamilton-Wentworth was 14.4% in 1985, compared to an 11% incidence in Ontario. In Ontario, the incidence of low income was 50% for female led lone parent families, 20% for male led lone parent families, 7.4% for couples with children, and 5.3% for couples without children. It is therefore possible to conclude that the majority of the 14,000 low income families in the Region are female led, single parent families.

In addition to financial hardships, lone parents often have difficulties balancing work and education with child care responsibilities, finding affordable housing, and accessing appropriate services.

Physically Disabled Households

According to Statistics Canada's 1986 Health and Activity Limitations Survey (HALS), a disability is any restriction or lack of ability to perform an activity in a manner, or within the range, considered as normal for a human being. Based on HALS, there were an estimated 39,170 individuals in the Region with at least one type of disability. This represents a 9% disability rate.

In the HALS survey, 53% of disabled persons in the Region had income levels below $10,000 in 1985. Moreover, the SARC Report shows that a substantial proportion of social assistance recipients are disabled.

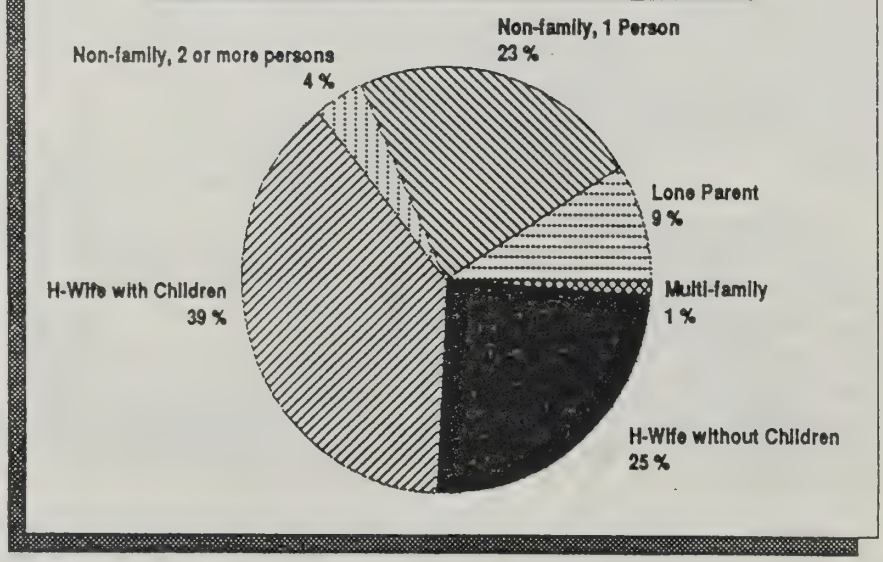
Physically disabled persons may experience difficulties meeting health care requirements, accessing appropriate employment opportunities, meeting transportation needs, and finding housing which is affordable and accessible. These and other factors which affect the quality of life of the disabled in Hamilton-Wentworth will be reviewed in a forthcoming report of the Long Term Care Subcommittee of Regional Council's Committee on Services for the Physically Disabled.

Single Persons Households

The number of one person households in 1986 was 36,075. Between 1976 and 1986, the number of one person households increased by 44%, leading to an increase in the proportion of one person households in the population from 18% to 23%. Approximately 41% of one person households were 65 and over in 1988.

Sixteen percent of single person households earned less than $7,500 in 1985, compared to 7% of all households. Moreover, the incidence of low income amongst all unattached individuals (including those living with non-relatives) was 43%. Single person households headed by 15-24 year olds and by 45-64 year olds were most likely to have incomes of less than $7,500 in 1985.

CHART 3
Households by Type
Hamilton-Wentworth, 1986



Source : Statistics Canada, Census

Affordable housing is a problem for single person households. Of the 4,901 one person households on General Welfare Assistance in Hamilton-Wentworth in January, 1990, 70% spent more than 50% of their total income on shelter.

Psychiatrically Disabled

The Report of the Task Force on Care for the Psychiatrically Disabled (1988) identified 361 chronic psychiatric clients receiving case coordination management services in July 1987. In addition, hospitals in the area provided out-patient case management services to 180 clients.

"Deinstitutionalization" over the past several decades has presumed that persons with chronic psychiatric illness will live, work and receive treatment in the community. Hospital beds have been reduced significantly, but funding community services has not increased in proportion to the increased need. The Task Force found that the development of community based services has been ad hoc, uncoordinated and poorly planned as a result. The report recommends a number of ways that planning and coordination, development, delivery and funding of services could be improved.

Developmentally Disabled

An agency survey of the developmentally disabled in Hamilton-Wentworth and Brant in 1990 identified 890 persons (870 in Hamilton-Wentworth) who normally experience significant deficits in both intellectual functioning and social adoption.

Forty-four percent of the clients surveyed live with families, 5% independently, 13% in a group home and the remainder in a variety of residences with support care. Of those surveyed 57% were considered appropriately placed and 11% were not. The remainder required some change to their current accommodation or were expected to require relocation in the future.

Most clients surveyed were involved in an employment or life skills program. In addition, many received one or more support services. The most common support services currently needed but not received were companionship, social skills training, recreation and adult education.

Victims of Domestic Violence

Approximately one in ten Canadian women who live with men experience some form of abuse. In 1989/90, Interval House, one of four women's shelters in the City, provided beds for 174 women experiencing abuse and 243 children. They also answered 1,742 crisis calls and counselled 601 women at the shelter. The occupancy rate of beds in Interval House was 92% over the year. In the same year, Martha House provided beds for 342 women and children and experienced a bed occupancy rate of 92%.

Women removing themselves from an abusive environment require immediate (emergency) shelter and may also require counselling and advocacy. Later, women may require affordable market housing or, alternatively, second stage (transitional) housing to allow time to become independent in a non-violent environment.

The Emergency Shelter Foundation in Hamilton-Wentworth housed 34 women and 75 children in second stage housing in 1989. Foundation Statistics indicate that an additional 350 families could have been housed if there had been more space available. There are only limited opportunities for women to access second stage housing in the Region.

Native Persons

The 1986 Census identified 3,180 native persons living in the Hamilton CMA in 1986. However, Statistics Canada recognizes there was a serious undercount of native Canadians and is attempting to improve reporting in 1991.

Native Canadians represent a small portion of the total labour force in the CMA (less than 1% in 1986). Unemployment among the native community is higher than in the population as a whole (9.3% compared to 5.0%), and average per capita income is lower ($15,300 compared to $19,700). Income differentials between native and non-native populations are most pronounced for males (26% differential) and for those with university education (34% differential). An unpublished draft report on Native employment needs, prepared by the Hamilton Regional Indian Centre, identified the need for increased access and community support for native employment, including better information, less restrictive programs, better job placements, and culturally sensitive service provision.

New Canadians

In 1989, Hamilton-Wentworth was the destination for 3,500 immigrants (not including refugee claimants). This is an increase of 40% from 1988. In addition, there could be almost 3,500 refugee[3] claimants in the old refugee backlog system and another 588 (since January 1990) in the new streamlined refugee determination process. Immigration is expected to account for more than half of net population growth in Hamilton-Wentworth between 1988 and 2006.

The Report "Diverse Racial and Cultural Groups' Access to the Social Service System" highlights the many barriers limiting access of immigrants and refugees, both recent and long standing, as well as Native Canadians, to social services in Hamilton-Wentworth. New Canadians need English as a Second Language courses and interpreters to address language barriers. In addition, New Canadians may experience difficulties in understanding their rights and responsibilities, identifying available services, adjusting to new cultural values and expectations, and integrating into the educational system and job market. For refugees these problems are exaggerated by the stress caused by their uncertain status and the wait for their first hearing, prior to which they cannot work and are not eligible for health care.

[3]The number of refugee claimants awaiting immigration processing in a particular area at any given time is highly uncertain at best, due to the mobility of this group.

DEMOGRAPHIC TRENDS

Introduction

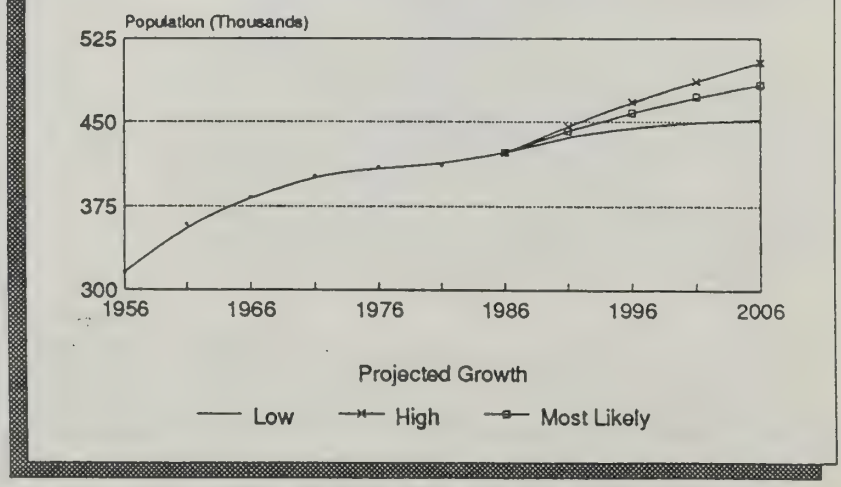
Demographic trends, or more specifically population growth and changes in the age structure play a key role in explaining broader social and economic trends. The size and composition of the labour force and the overall productive capacity of the economy can be tied to demographic trends. The shift from young to old has far reaching implications on the cost and nature of social programs. Changes in the character of the population, like the changing role and status of women, along with the emergence of a wide range of family types means increased pressure for the provision of services such as adequate child care. The number and origin of people moving into the Region can alter not only economic variables such as the growth and skill composition of the labour force, but also the ethnic and cultural make-up of the population. The understanding of population change is important when trying to explain social and economic trends.

Population growth and change in the age structure result from the rate of natural increase (number of birth minus the number of deaths) and the number of people moving into or out of the Region. Birth and death rates have been relatively stable in the past decade while migration rates have changed dramatically in response to economic and social conditions. Employment opportunities, the availability of services, and a range of housing alternatives are some of the considerations that influence a householder's decision to change residence. Change in the rate of migration is the most important factor in explaining shifts in population growth and age composition.

Population Growth

Hamilton-Wentworth's population has grown from approximately 266,000 people in 1951 to 435,000 in 1988, a 64% increase in almost 40 years. During the next 15 years it is projected that the population will most likely increase to approximately 485,000, an increase of 50,000 people. Continued population growth implies an increased need for public services, employment opportunities, new housing, etc..

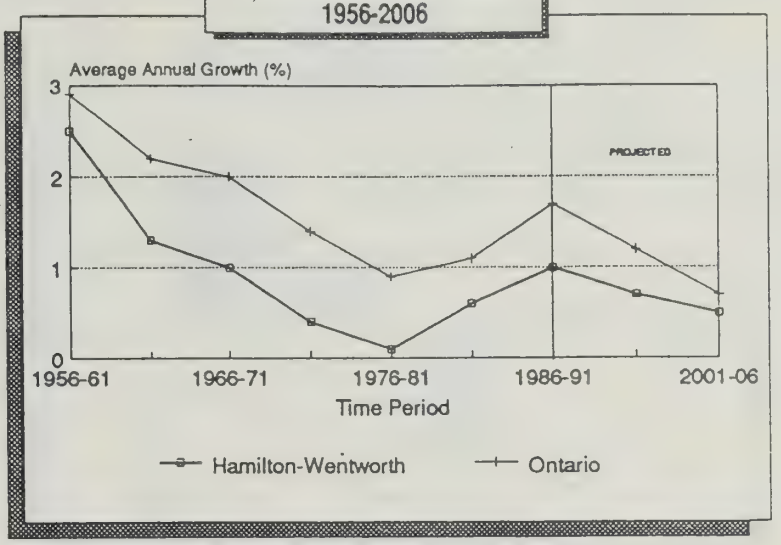
Population Growth
Hamilton-Wentworth, 1956 to 2006



Source: Census of Canada, Hamilton-Wentworth Population Projections

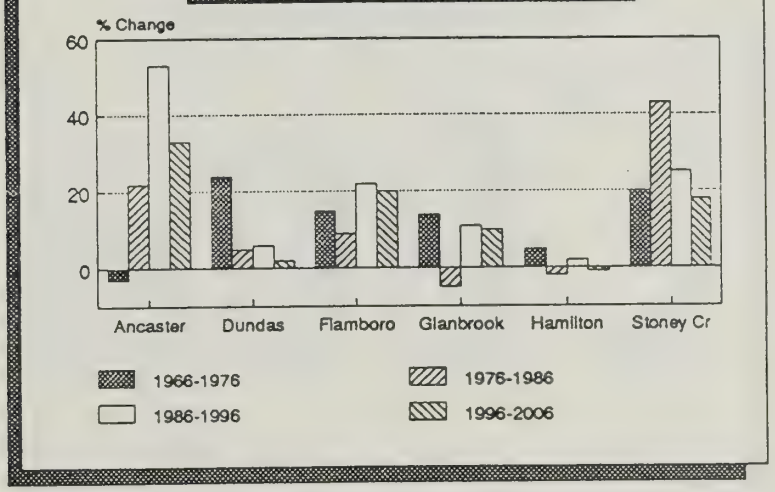
Hamilton-Wentworth experienced a drop in the rate of population growth until the mid-1980s, when Ontario's strong economy attracted people from outside Ontario. The rate of population growth is, however, projected to drop due to a declining number of births. In comparison to the Province, the Region has experienced slower population growth .

Population Growth Rates, 1956-2006



Source: Census of Canada, Hamilton-Wentworth Population Projections

Percentage Change in Total Population by Area Municipality



Source: Census of Canada, Hamilton-Wentworth Population Projections

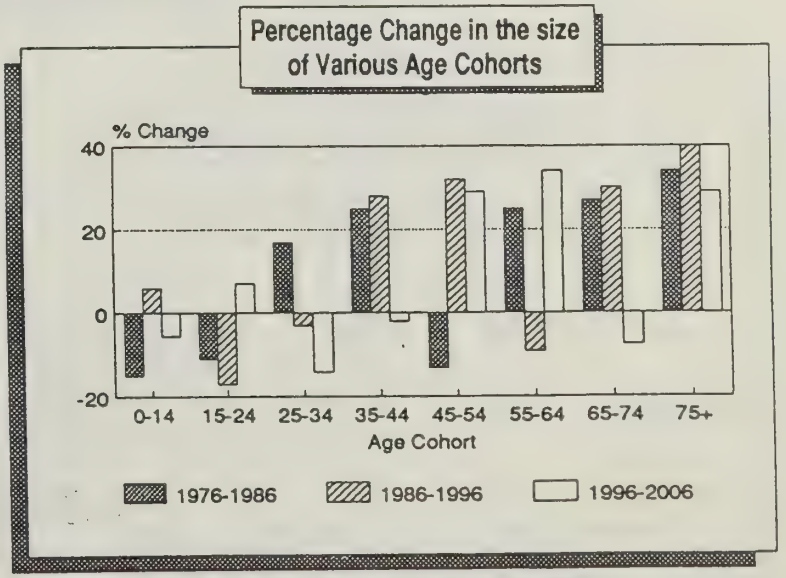
Area Municipal Growth

Ancaster, Flamborough and Stoney Creek have had, and are expected to experience, the greatest rate of population growth. Dundas, Glanbrook and Hamilton are not projected to experience any significant increase in population. Within the City of Hamilton, there is some variation as the South Mountain has had a relatively high population increase but this has been offset by declines in population in the Lower City.

Age Distribution

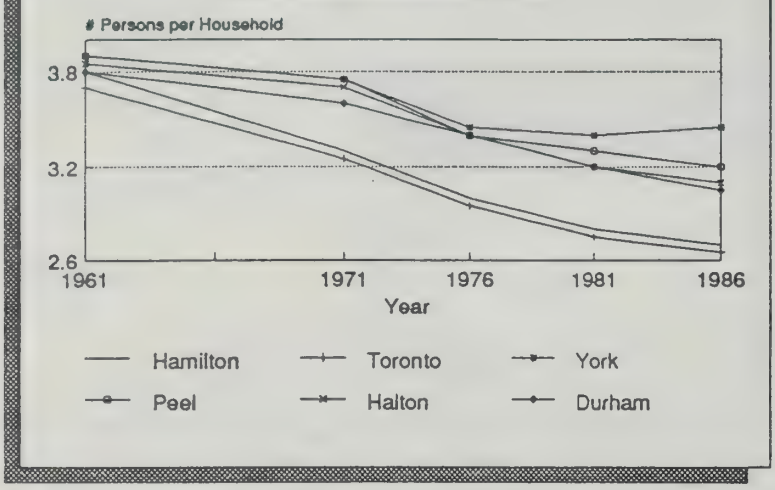
The Region has experienced large scale changes in the age distribution due to increases in life expectancy and the aging of the baby boom generation. Three significant trends are (1) the dramatic decline in the number of young adults and new labour force entrants, (2) the movement of the baby boom into middle age, and (3) the aging of the elderly population.

Percentage Change in the size of Various Age Cohorts



Source: Census of Canada, Hamilton-Wentworth Population Projections

Average Household Size, 1961 to 1986



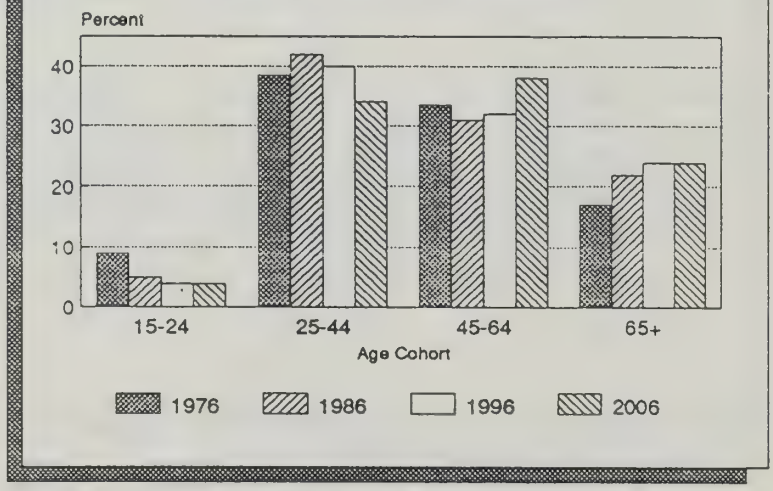
Source: Census of Canada

Households

Household growth has been more rapid than population growth due to a decline in the average number of people per household from 3.8 persons in 1961 to 2.7 persons in 1986. The decline in average household size has been shown to be a result of factors such as changing attitudes about the traditional family unit, increased divorce and separation rates, low fertility rates, increasing affluence, and growth in the number of people living alone .

The number of households increased by 28% from 136,100 in 1976 to an estimated 174,900 in 1990. Projections (most likely scenario) to the year 2006, estimate that there will be 193,400 households, an increase of almost 20,000. Household growth is expected to be greatest in households headed by people aged 45 to 64 and by the elderly. The number and type of households will change the demand for housing, transportation and other services.

Percentage of Households by Age of Household Maintainer



Source: Census of Canada, Hamilton-Wentworth Population Projections

Migration to and From Hamilton-Wentworth, 1981 to 1986

	Intra-Province	Inter-Province	International	Total
In-Migration	51,640	9,100	7,240	67,960
Out-Migration	55,390	8,655	3,310	67,365
Net Migration	-3,740	435	3,930	615

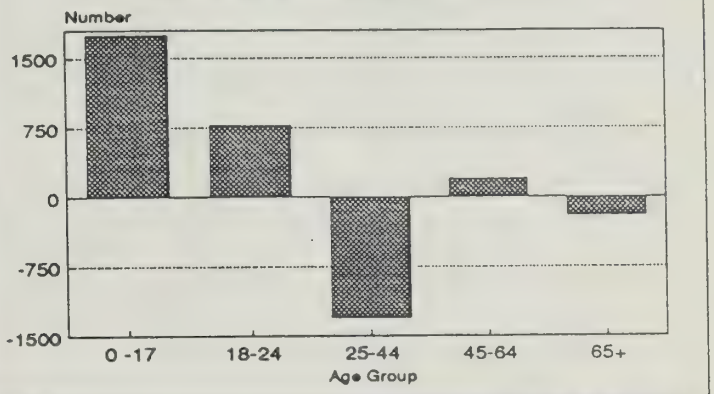
Source: Statistics Canada, Small Area Data Division

Migration

Between 1981 and 1986, Hamilton-Wentworth's population increased due to people moving into the Region, in particular, people moving from other provinces and international migrants. The strong performance of the Ontario economy during the mid-1980s partially resulted in the increased movement of people into the Region.

Between 1981 and 1986 the largest increase, due to migration, was in people aged 24 and under, suggest, the Region has been attracting young families. The largest net loss was in people aged 25 to 44. Continued loss of people in this age category is significant as they include young professionals, people in the market for first-time homes and because women in this age group constitute a large portion of the child-bearing population, who will affect future population growth.

Net Movement into Hamilton-Wentworth by Age Group, 1981 to 1986.



Source: Statistics Canada, Small Area Data Division

Immigrants to the Hamilton Region 1984 and 1989.

Country of Last Residence	Year 1984	1989
United Kingdom	9%	5%
Europe	21%	46%
Africa	2%	4%
Caribbean	5%	3%
Central/South America	8%	5%
Middle East	4%	5%
United States	8%	2%
Southeast Asia	31%	14%
Other Asia	11%	16%

Source: Employment and Immigration Canada.

International migration is an important source of people moving into the Region. The Federal Government has slowly increased the number of immigrants allowed into Canada, suggesting the Region will continue to experience a steady influx of international migrants.

In 1984 the majority of immigrants came from Southeast Asia, primarily Vietnam and from Europe, mainly Eastern Europe . In 1989 there was a drop in the proportion of immigrants from the U.S., U.K. and SE Asia and a large increase in European immigrants, mainly due to increases in people coming from Poland, Hungary and Yugoslavia.

This is one in a series of Fact Sheets produced by the Regional Planning Branch of the Planning and Development Department, for the Regional Chairman's Task Force on Sustainable Development, Regional Municipality of Hamilton-Wentworth.

Other Fact Sheets available:

Social Statistics
Transportation and Land Use
Environmental Indicators
Hamilton-Wentworth's Economy

For further information, please contact :

The Planning and Development Department,
119 King St. West, 14th.,Floor, P.O. Box 910,
Hamilton, Ontario, L8N 3V9, (416) 546-2195, Fax: 546-4364

This document is currently being revised to include historical perspectives + as such will not be known as an "arts" policy - rather it will probably be referred to as a cultural policy.

8.

CITY OF REGINA

MUNICIPAL ARTS POLICY DRAFT

(January 1991)

1/0435z

Cheryl York, Culture & Recreation

1.0 INTRODUCTION

In September, 1979, Regina City Council enacted a Civic Arts Funding Policy and established the Regina Arts Commission to make recommendations to Council as to arts funding in the City of Regina. The HISTORICAL REVIEW which forms APPENDIX A of this policy document outlines the development of this process from its beginning steps in 1976 to the present.

In 1987 the Regina Arts Commission initiated a review of the policy as a means of updating and fine-tuning the policy and procedures in place. This initial review led to the belief that it was time to bring together all of the arts programs and services provided by the City in a comprehensive MUNICIPAL ARTS POLICY, including the Civic Arts Funding Policy and Civic Art Collection Policy as major components.

The arts are an essential component in the lifeblood of our City. Our lives are enriched by the sound, sight and feel of artistic efforts created by and for our community. Our creativity and humanity are widened by artistic efforts. Our sense of place within the Canadian landscape is both reinforced by local artistic efforts and acts as inspiration for new work.

Our economy benefits directly and indirectly from these efforts. Money spent on salaries, facilities, supplies and other requirements stays primarily within the community. It has been estimated that the economic impact of arts expenditure is at least three times investment*. Tourism and economic development also benefit from a strong arts presence.

This policy attempts to bring together and focus the vast resources of government and community arts organizations in a mutually beneficial manner to ensure such rewards not only continue, but flourish.

2.0 ARTS DEFINITION

This policy is directed at the arts -- not at culture, multiculturalism or heritage preservation. For the purpose of this policy the arts include:

- o performing arts, (e.g. music, drama, opera, dance, mime, etc)
- o visual arts, (e.g. painting, sculpture, drawing, printmaking, etc)
- o literary arts, (e.g. prose, poetry, play writing, creative writing,etc)
- o media arts, (e.g. film, video, photography, publishing, radio, television, sound recording, etc.)
- o material arts(e.g. crafts, pottery, weaving, etc)

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* ARTS AND THE CITIES, From Planning To Practice, Project Report: Phase Two; August, 1988. (4.4.3, pp 140 - 142; 6, p. 166).

The arts will play a major role in creating an exciting urban environment for the City, as evidenced by the Civic Art Collection, sculpture, architecture, and the quality and quantity of the arts available in the City.

The City of Regina will be widely recognized as the arts festival centre of southern Saskatchewan.

5.0 PRINCIPLES AND BELIEFS

5.1 That exposure to and participation in the arts enriches the human experience.

5.2 That the arts make a significant contribution to the quality of life and vitality of the community.

5.3 That access to the arts helps to make the City of Regina a good place to live, work and raise a family.

5.4 That the attention the arts community draws through the quality and variety of its offerings enhances the perception and status of Regina as a major cultural centre in Saskatchewan.

5.5 That arts funding makes a significant contribution to the economic well-being of the community and the province through the provision of employment and economic re-investment opportunities.

5.6 That communities across Canada are coming to realize that arts expenditure is not a cost but an investment which pays enormous dividends in regard to quality of life, economic impact, tourism development and attracting new industries (Arts And The Cities).

5.7 That growth in the arts sector is rapidly out-pacing the rate of growth in all other areas of leisure services.

5.8 That more and more people are looking at arts/cultural activity as an important criterion in deciding to move to and/or remain in a community.

5.9 That, as the chief benefit of the arts accrues at the local level, municipal government has a considerable role in fostering the development of the arts for the benefit of the community.

5.10 That municipal government has an important role to play in facilitating cooperation among community arts organizations, and encouraging participation in the arts.

7.4 Ensuring the provision of arts programs to meet identified community needs, as resources permit. This will be accomplished primarily through:

7.4.1 Operation of the Arts and Culture Section, Community Services, Parks and Recreation Department

7.4.2 Operation of the Neil Balkwill Civic Arts Centre.

7.4.3 Facilitating the development of arts programs in cooperation with community organizations.

8.0 REGINA ARTS COMMISSION

8.1 Role

The Regina Arts Commission reports to City Council through the Parks and Recreation Board.

The primary role of the Regina Arts Commission is to:

8.1.1 **Make** recommendations on disbursement of the Civic Arts Grant Fund and **oversee** the Civic Art Collection policies of the Municipal Arts Policy.

8.1.2 **Advise** the City of Regina on arts related matters where appropriate and maintain the City's position as a leader in arts policy development and arts programming.

8.1.3 **Be** an advocate for the arts in the community and the Province.

8.1.4 **Encourage** effective communication among artists, arts organizations and arts agencies in the community.

8.2 Composition

8.2.1 The Regina Arts Commission is composed of seven voting members and not less than seven non-voting advisory members.

8.2.2 The voting members, known as Commissioners, are selected when vacancies exist from among applicants who respond annually to a notice published in the Leader-Post (Notice of Vacancies on Boards and Commissions). The term is for three years and voting members may not serve consecutive terms.

8.3. Structure

The Regina Arts Commission reports on a monthly basis (when required) to the Parks and Recreation Board. The Parks and Recreation Board has the authority to approve funding recommendations of the Commission. The Parks and Recreation Board makes recommendations to City Council of the Regina Arts Commission annual funding allocations and/or policy initiatives.

The Regina Arts Commission has one standing sub-committee - the Civic Art Collection Committee. This committee is charged with overseeing the Civic Art Collection Policy, recommending art purchases, and advising on public art issues.

8.4 Administration

8.4.1 The Superintendent of Arts & Culture, Community Services, Parks and Recreation Department, acts as an ex-officio executive secretary and coordinator of the Commission's work.

8.4.2 The Community Services, Parks and Recreation Department maintains a budget, separate from the Civic Arts Grant Fund, to support the activities of the Regina Arts Commission, and the Civic Art Collection Committee, and to facilitate the provision of arts activities.

9.0 ADJUNCT POLICIES

The CIVIC ARTS FUNDING POLICY/PROCEDURES HANDBOOK and CIVIC ART COLLECTION POLICY form an integral part of the MUNICIPAL ARTS POLICY, and are included as addenda to the policy document.

1.0 RATIONALE FOR AN ARTS FUNDING POLICY

As explained in the City's MUNICIPAL ARTS POLICY, the arts make a substantial contribution to the quality of life and vitality of a community.

The City believes that one of the most effective and efficient means of facilitating the development of the arts in Regina is to provide funding support to non-profit arts organizations serving the City. In this way arts organizations are encouraged to establish themselves, enhance their services, and provide their programs at a cost which will make them accessible to the largest number of people in the community.

Accordingly, the City has implemented a civic arts funding policy which is explained in detail in this handbook, which forms an integral part of the Municipal Arts Policy.

2.0 CIVIC ARTS FUND

An arts fund based on a per capita allocation was established in 1979. The allocation may be increased from time to time as recommended by the Regina Arts Commission in response to the needs of the arts organizations and the ability of the City to increase the fund at any point in time. Since 1979 the fund has grown from $1.00 per capita to $1.76 per capita in 1990.

The Regina Arts Commission recommends apportionment of the arts fund on behalf of the City of Regina. Allocation recommendations are made to the Parks and Recreation Board to review each year, normally in June.

Five percent of the annual grant fund is normally set aside to establish a **CONTINGENCY FUND**. Applications to the Contingency Fund may be made at any time of the year in support of new groups which have become established since the normal grant application deadline, and in support of special and/or experimental projects and/or in consideration of "emergency needs".

The remaining funds (95% of the total available in any year) are normally allocated as follows: a) 85% to **CATEGORY ONE**, in support of professional arts organizations, and b) 15% to **CATEGORY TWO**, in support of community arts organizations, made up in the main of non-professional/amateur personnel. These percentages are guidelines and may vary somewhat from year to year depending upon the needs of the groups applying and the ability of the fund to meet these needs.

The professional arts organizations are allocated the larger share of the fund in recognition of their greater needs: the personnel involved earn their livelihood through their artistic endeavours and they provide programs of a high quality on a regular basis throughout the year. Eligible organizations can make application to be considered in either Category One or Category Two.

9.0 PUBLICITY

The City of Regina must be given recognition for its funding support in all appropriate publicity related to projects/programs/organizations funded (e.g., brochures, annual reports, event programs, and promotional materials). Samples (one or two) of such publicity should be included with annual applications and follow up reports.

10.0 ASSISTANCE

For clarification and assistance contact:

Superintendent of Arts & Culture
Community Services, Parks and Recreation Department
City of Regina
P.O. Box 1790
Regina, Saskatchewan
S4P 3C8

Phone: 777-7366

ATTACHMENT:

Regina Arts Commission Application for Funding Assistance

4) SUPPORT DOCUMENTATION

Please indicate with a check mark that the following support documentation has been enclosed or filed with our office.

		Attached	Filed Previously
4.1	Current List of Executive Officers	_____	_____
4.2	Current List of Employees (Clearly identified as full time, part-time or honorarium)	_____	_____
4.3	Most Recent Annual Report	_____	_____
4.4	Copies of Incorporation Documents and Bylaws (if applicable)	_____	_____
or 4.5	Copies of Incorporation Documents and Bylaws <u>are</u> on file with the Commission.	_____	_____

5. DECLARATION AND CERTIFICATION

I certify that the information submitted for consideration is true and accurate to the best of my knowledge. I hereby, on behalf of our organization, make application to the City of Regina Arts Commission and declare that the funds will be used as described in our request. Funds received and not so used will be returned to the City of Regina.

_____
Signature

_____
Title

_____ _____
Date Name (Print)

(Note: Have you included a description of your organization's mission, the project you are requesting assistance for and the financial attachments?)

Submit to:

City of Regina Arts Commission
Community Services, Parks and Recreation Department
City of Regina
P.O. Box 1790
Regina, Saskatchewan S4P 3C8

17/0435z

	(1) Previous Fiscal Yr. (___to___) Month/yr. Month/yr	(2) Current Fiscal Yr. to Date - end of Feb. (____to____) Month/yr. Month/yr.	(3)n Proj. Budget for Year or Project to Come
F) Revenues			
F.1 Regina Arts Commission			
F.2 Canada Council			
F.3 Sask Trust			
F.4 Sask Arts Board			
F.5 Prov. Department Funding			
F.6 Self-Generated			
1. Membership			
2. Bank Interest			
3. Fundraising			
4. Other			
F.7 Secretary of State			
F.8 Others (Describe source & amounts)			

***Please indicate confirmed amounts with an *.**

This statement must be certified by two officers of your organization.

_____ (Title & Signature)

_____ (Title & Signature)

CITY OF REGINA CIVIC ART COLLECTION
POLICY MANUAL

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2. Definitions

2.1 'Collection', 'object', 'artwork', and 'work' in the context of the policy refers to products of the arts and crafts, including antiques, and objects of historical interest to the City of Regina, including but not limited to, sculpture, in any material or combination of material whether in the round, bas-relief, high-relief, mobile, fountain, kinetic or electronic; painting , drawing, print, photograph, film and videotape, crafts, in any material or combination of materials such as clay, fibre, textiles, wood, metal, plastic or any combination of the above forms or media; and/or architectural embellishments such as ornamental surface treatment, special lighting, etc.

2.2 'Public places' refers to areas frequented by the general public which are in the public domain such as parks and boulevards, streets and bridges, the exterior of city owned buildings, foyers, concourses, outer offices, waiting rooms, conference rooms, restaurants, Council Chamber, City Hall Forum, office of the Mayor, etc.

2.3 'Resident artist' refers to a practitioner of either the visual arts or crafts, who is recognized as an artist by his/her peers, and who has been a resident of Regina for at least two years.

2.4 'Provenance' refers to the ownership of an object since it was produced. In some cases, this may be important in determining the legality of ownership, copyright and/or tax classification.

3. Management

3.1 The Civic Art Collection Committee acts to purchase art work for the City of Regina, and as an advisory body to the Regina Arts Commission on the development of policy and related procedures. The Committee shall normally consist of four members appointed by the Commission, one member of the Commission who shall act as Chair, the Superintendent of Arts and Culture, Community Services, Parks and Recreation Department, a professional in the area of the visual arts and a practising artist. Members of the committee are appointed for a two year term with the possibility of re-appointment to another 2 year term.

3.2 The Civic Art Collection Committee is responsible for the review of policy relating to the civic art collection. The recommendations of the Committee are considered and approved by the Regina Arts Commission and forwarded to the Parks and Recreation Board and City Council for ratification.

5. Location

5.1 The location of all works is determined by the Superintendent of Arts and Culture and is recorded in the Central Registry.

5.2 The choice of location shall include considerations of security; public access; rotation and change of location; and such environmental factors as light, humidity, temperature, and exposure.

5.3 An 'artbank' shall be developed and maintained from which City departments may choose works for placement in their public offices and foyers.

6. Acquisition Criteria

6.1 Acquisition criteria shall involve consideration of such factors as the following: suitability of a particular location; historical significance; quality of the work in relation to its proposed setting; public acceptability; relationship to other works in the same area; condition; durability; security; restrictions upon use; equitable cost; authenticity; provenance; ethics of acquisition; legality of sale or gift; copyright; and cost of insurance, maintenance and preservation/conservation. The personnel shall have a voice in determining the suitability of works to be placed in their department.

6.2 No work is to be acquired primarily as an investment, that is, with the intent to dispose of it for profit at a later date.

6.3 The Civic Art Collection Committee shall evaluate the collection from time to time and may recommend the disposal of certain works deemed inappropriate.

6.4 The decision to accept donations of artwork will be made by City Council on the basis of recommendations from the Civic Art Collection Committee, the Arts Commission and the City Legal Department. Donations will not normally be accepted where the condition of donation requires permanent exhibition.

6.5 Preference will be given to the acquisition of artwork in the following priority: that produced by 1) Regina artists, 2) Saskatchewan artists and 3) Canadian artists.

7. Means

7.1 The City of Regina shall provide funds for the purchase, conservation and use of artworks in public places.

9.5 Works that are particularly fragile shall be packed accordingly. Unless otherwise instructed by the City, the borrower shall normally return the works in the same way as received, using the same boxes, packages, pads, and other protective furnishings.

9.6 It is possible that the borrower will have to use outside sources for the packing of loan works, including the professional services of a Gallery. The borrower shall be responsible for the cost of packing at both ends, unless otherwise mutually agreed.

9.7 Insurance coverage for works on loan shall be arranged by the borrower in accordance with the City's instructions. Insurance of works while in transit to the borrower shall be covered by the borrowers insurance policy; such additional insurance costs as are incurred through transit - specifically, those premium rates as required by the transportation agency - shall be paid by the borrower. Return transportation insurance will be paid by the borrower.

9.8 The City of Regina shall be responsible for determining the valuation of the work(s) to be loaned, for insurance purposes.

9.9 The borrower shall make all transportation arrangements, subject to the city's approval, and in consideration of such-factors as distance, size, weight, and cost; as well as the value and nature of the work to be shipped.

9.10 No provision for the borrowing of works by the City of Regina has been made in this policy document. It is not the intent of the City of Regina to exhibit works that are not a part of the Collection. However, the City of Regina will consider offers by other organizations to display their works in Civic buildings.

9.11 Security of works stored in the vault of the Dunlop Art Gallery is the responsibility of the Dunlop Art Gallery. As the Collection expands, the City may find it necessary to establish its own storage vault.

C. Procedures

1. Personnel

1.1 While the purpose in maintaining a civic art collection is not too establish a gallery per se, nevertheless, the personnel assigned to work with the Collection shall have qualifications that approximate those of professional galleries/museums.

2. Registrar

2.1 The Superintendent of Arts & Culture of the City of Regina shall serve as the 'Registrar' of the Collection.

f) The registrar shall cooperate with the Legal Department claims processor as regards the amount of insurance needed by the City for its Collection.

g) The registrar maintains records of the catalogue number location of the materials from the Collection that are either exhibited by the City or lent by the City for exhibition. The registrar makes periodic inspections and records their condition.

h) Any exhibition by the City of its Civic Art Collection shall be organized under the auspices of the registrar.

i) The registrar is responsible for the installation, care, and interpretation of works/objects belonging to the Collection; recommendations for acquisition and attribution; and research on the Collection and publication of that research.

i) The registrar must be familiar with funding requirements of the Collection and the relevant agencies.

j) The registrar must be sensitive to and conscious of sound conservation practices.

k) Through the organization of exhibitions of the Collection and, more particularly, through the request for loans, the registrar establishes contact with the relevant personnel of galleries, museums, and institutions across Canada.

l) The registrar must be prepared to represent the City of Regina on concerns regarding the Collection and establish its position at seminars, conventions, and annual meetings dealing with topics relevant to the Collection and its governing policy.

m) The registrar shall be responsible for all correspondence regarding the Collection.

n) The registrar shall direct the design and printing of exhibition catalogues and all other publication materials dealing with the Collection.

o) The registrar shall be responsible for the preparation of all budgets for the Collection.

p) The registrar is responsible for all condition reports on the individual works/objects in the Collection.

(iv) Legal

Legal matters pertaining to the Collection shall be carried out by the City's Legal Department/City Solicitors.

(v) Casual Assistance

Through regular programming requirements, the Superintendent of Arts and Culture, Community Services, Parks and Recreation Department, may employ casual assistance; part of the duties of these personnel may include general administrative assistance, research, cataloguing, record and file updating, and condition reports.

(vi) Printing

Once all the works/objects currently "City owned" have been processed and duly recorded, a full catalogue of the City of Regina's Civic Art Collection will be developed.

(vii) Photography

For reasons of identification, insurance, and printing it will be necessary for the registrar to engage the services of a qualified professional photographer from time to time.

4. Review of Work

a. Deposit Receipt

Once a work enters the temporary custody of the Collection, a temporary Deposit Receipt is issued to the depositor. One copy of this is retained by the Registrar, and is to be considered the work's official record of entry.

b. Temporary Work Identification Sheet

This shall be the same form as the "Work Identification Sheet." Information regarding every work offered for accession shall be detailed here. "Location of Work" shall refer to exact location at time of inspection. A space at the bottom is left for the Committee members to record notes, and their acceptance or rejection of the work.

All works accepted to the Collection shall then be registered, inspected and recorded, and shall be assigned an acquisition number.

CITY OF REGINA
CIVIC ART COLLECTION
POLICY MANUAL

HISTORICAL DEVELOPMENT OF THE CIVIC ART COLLECTION/POLICY

1. Background

Through various means the City of Regina has been collecting works of art since its incorporation in 1903. Prior to the inception of the Regina Civic Art Collection Policy, these works existed without the distinction and benefit of being a part of a Civic Art Collection. Due to improper care, many of the objects were deteriorating and in need of conservation treatment. Information and documentation regarding the works was either inadequate or nonexistent. It was determined that the cultural significance of many of these works warranted proper methods of registration and maintenance.

Direction for maintaining a consistently high aesthetic standard in the selection of new works was also viewed as an essential component in the development of a civic art collection.

2. Policy Development

At its meeting of February 20, 1980, the Regina Arts Commission undertook the task of establishing guidelines for the acquisition and care of artwork for the City of Regina. A subcommittee was formed to research the topic and prepare a policy for consideration by the Commission.

The initial committee consisted of Mary Armstrong of the Arts Commission as Chairman, Wayne Morgan of the Dunlop Art Gallery, John Masters of the City Clerk's Office and Jan Delage, Arts & Cultural Consultant from the Community Services, Parks and Recreation Department. During its eighteen month term the committee completed an inventory of city-owned works and a first draft of the collection policy.

Following the disbanding of the original committee in 1981, Paul Fudge of the Arts Commission, Lea Collins of the Arts Commission Advisory Group and Jan Delage were appointed to develop and finalize the Collection Policy Procedures.

The information and directives contained in the policy are the product of research and discussion of many operative policies from across North America. Regina's existing resources and the relevant aspects of its municipal structure form essential policy considerations. The management procedures evolved from the study of administrative methods in practice at the Dunlop Art Gallery, the Mackenzie Art Gallery and the Mendel Art Gallery. Registration

APPENDIX A

HISTORICAL REVIEW: CIVIC ARTS POLICY

Steps Towards Establishment

1) Apr/76 Arts groups are considered for funding by the Community Grants and Appeals Board. This Board funds non-profit societies to a maximum of one-half mil annually. Art groups must compete for funding with social-service, multi-cultural and sports groups.

2) Oct./76 The Rosemont Art Gallery Society appeals its application rejection to City Council by means of a well organized and politically persuasive delegation.

City Council recommends operational funding for the Rosemont Art Gallery and requests that the Director of Community Services, Parks and Recreation develop recommendations with background material for a municipal cultural policy.

3) Nov./76 Community Services, Parks and Recreation Department discusses alternatives in developing policy.

A. Development within Department

B. Development by contractual agreement with an individual.

C. Development by an independent committee

4) Spring/77 All three alternatives are researched.

Study material gathered:

A. Funding policies of municipalities, provincial governments, and the federal government.
B. Programs and support systems in the United States.
C. Statistics regarding participation and funding breakdown of arts organizations across Canada.
D. Relative material and studies completed regarding arts and community life.
E. Comparative departmental figures regarding funding in the sports area.

9) Feb./79	Preliminary policy and budget draft to Parks and Recreation Committee and City Council.
	Continued work on policy and procedure.
	Application form designed.
	Terms of reference established for permanent City of Regina Arts Commission.
10) Sept./79	City of Regina Arts Commission Members appointed. Parks and Recreation Arts Policy Committee disbands.
11) Oct./79	First annual Arts Commission Grant Applications received. $1.00 per capita distributed to the Arts.
12) Dec./79	First City of Regina Arts Commission grant recommendations approved by City Council.
13) 1980	City of Regina Arts Commission Sub-committee for Civic Art Collection established.
	Application form re-designed.
	Re-draft of nomination and appointment procedure for Arts Commission and Secretariat members.
1982	Three year budget allocation approved by City Council, providing $1.25 per capita in 1982, $1.40 per capita in 1983, and $1.50 per capita in 1984.
Apr./83	Art Collection Policy and Procedures approved. Three year budgeting process approved. 1983 - 10,000 1984 - 15,000 1985 - 20,000
Oct./83	Regina Arts Commission self-evaluation meeting.
May/84	Slight changes to structure of Commission approved by Council.

APPENDIX B

ENVIRONMENTAL CONDITIONS

There are a number of societal conditions that directly or indirectly affect our perceptions and actions as they relate to the arts:

1. Community Priority

The ARTS AND THE CITIES project has demonstrated the value of the arts as an essential civic service. Quality of life is becoming an ever more important factor in attracting and binding residents and businesses to the community.

2. Public Image

Public perception of the value of the arts to the community has changed significantly across Canada in recent years. It is now the fastest growing recreation service. Public support for the arts has grown as more Canadians become involved as participants and audience members.

3. Financial Support

The arts require adequate funding if their potential to serve the community is to be realized. Traditional funding sources include: federal, provincial and municipal government grants; corporations; individuals; foundations and self-generated revenue. Despite these sources and efforts, however, the financial condition of many arts groups remains precarious. The report of the federal Task Force on Funding of the Arts (Funding of the Arts in Canada to the Year 2000, 1986) recommends a stronger role for municipal government as it is at the municipal level that the chief benefit of the arts is realized.

The City of Regina provides funding for the arts through the office of the Superintendent of Arts and Culture, Community Services, Parks and Recreation Department. In addition, the City allocates a per capita amount to a Civic Arts Grant Fund administered through the Regina Arts Commission, to assist non-profit community arts organizations. The per capita funding formula is increased from time to time based on demonstrated need and municipal financial resources.

10. Funding the Individual Artist

A community may have wide audience support, be adequately funded and have well managed arts organizations and grand facilities, but it is the individual artist who creates art. It is for this reason that the individual artist is arguably the most important factor in maintaining an exciting, lively community. Ways and means of providing more support for individual artists will be an important discussion in the months and years to come.

****

These conditions will change over time. The municipal arts policy acknowledges this and this appendix may be revised accordingly from time to time.

5. To extend the knowledge of the arts in the community, through such strategies as:

   - o undertake audience analysis surveys and arts marketing and promotion activities
   - o research and publish information related to the arts, such as a pamphlet promoting arts organizations in the community
   - o facilitate cross-disciplinary communication between arts organizations in Regina

6. To provide consultative and other needed support services.

   This will be accomplished primarily by providing adequate consultative staff and other support services through the office of the Superintendent of Arts & Culture, Community Services, Parks and Recreation Department.

7. To ensure adequate facilities for the arts, through such strategies as:

   - o support arts facility initiatives which address identified arts needs
   - o encourage private/corporate sector provision of facilities
   - o consideration of joint venture opportunities

8. To support Status of the Artist legislation. This will be accomplished primarily by acknowledging and supporting both Federal and Provincial "Status of the Artist" legislation.

The Centre also provides a valuable service to arts groups in the community for meetings and regular events---primarily for programs that are not developed by centre staff, but take place out of the Centre. Craft and Guild groups use the Centre extensively for such purposes.

(7.4.3) Community Arts Programming

Throughout the year a variety of arts and craft activities take place under the sponsorship of Community Leisure Centres and Regina community associations. "Drop In" programs, "Summer Fun Spots", Senior Classes and Community Art Shows are just a few of the many programs offered to encourage awareness and appreciation of the arts at the "grass roots" level.

(7.4.4) Performing Arts Centre

While the Neil Balkwill focuses primarily on the material and visual arts, this centre focuses on the performing arts. The Centre is managed by a volunteer board of directors drawn from the groups who use the building. Their main focus is to manage and market the building with the long term goal of paying off a loan from the City which was used to purchase the site for the benefit of the groups who use it and the citizens of Regina who benefit from the public performances presented.

SCHEDULE "D"

CITY OF NORTH YORK
PARKS AND RECREATION DEPARTMENT

DATE: August 30, 1984

9.

TO: The Chairman and Members of the Parks, Recreation and Human Services Committee

FROM: Gordon C. Hutchinson, Commissioner of Parks and Recreation

RE: City of North York Grant Program - Revised Procedures and Criteria

---

During the spring of 1983 when the Parks, Recreation and Human Services Committee was reviewing various grants for sports, culture and recreation purposes, the former Commissioner of Parks and Recreation indicated that it would be his preference, prior to the issuing of grants in 1984, to review and revise the overall policies, procedures and the application forms in order to implement a new process for the handling of grants in 1984.

This matter was the subject of a December 29, 1983 report which was considered by the Committee on January 11, 1984 and was subsequently received and adopted by Council on January 23, 1984 through Resolution 84-1. A copy of this report is attached for the information of the Committee as Appendix A.

It was realized shortly after this decision was made that considerable time was going to be required on the part of many persons in order to fully review and update the process and that it would not be possible for this to be accomplished in time for implementation in 1984, with the exception that the grant application form was updated to provide more information from groups and organizations requesting City support. Thus the 1984 grant process was handled in a manner similar to past years.

In the late spring of 1984, the Ad Hoc Grant Review Committee commenced a series of meetings. This Committee was comprised of three Members of Council as appointed by Council, namely Controller Bob Yuill, Alderman Elinor Caplan and Alderman Barry Burton. The staff members of the Committee included R. Davie, Commissioner of Finance and Treasurer; L. Buckley, Secretary to Board of Control; B. Sweatman, Director of Recreation Services; B. Lindsay, Co-ordinator of Community Services, G. Falcioni, Supervisor, Community Services; and G. Hutchinson, Commissioner of Parks and Recreation.

After reviewing the intent and the implementation method of providing grants to North York community groups, it was determined by the Committee that there were several problems and inequities inherent in the practices which have been used in past years. These concerns were identified as follows.

- The implementation of the Grant-in-Aid program is frequently not in line with the goal of the Parks and Recreation Department and the stated policy of Council regarding grants, which is to encourage the development of self-sufficient community organizations which will provide for recreation in North York.
- Recreation grants and General (non-recreation) Grants, should be differentiated.
- Information about grants is not made available to all in an equitable manner.

..... continued

- Some grants, past and current, should be part of a Department seed-funding budget as administered by Community Recreation Services.
- The grant request assessment process has not been thorough, fair or consistent in the past.
- There is little accountability in the way of a monitoring system or final project and budget report required of a funded project.
- There is a lack of criteria to measure need or appropriateness.
- The grant application form needs revision to make it useful for the funder and easy to complete for the community groups.
- An appeal process needs to be defined.
- There has been confusion or overlapping between Grants-in-Aid and Board of Control grants.
- There should be a co-ordination process with other granting bodies.
- Clarification and consistency is required regarding facility permit fee waivers as part of a grant.

As a result of considerable deliberation throughout the summer, the Committee agreed to a model for the administration of City grants which is outlined in detail in Appendix B attached. In addition to establishing a totally revised procedure, the Ad Hoc Committee also reviewed and established a criteria that would relate to the conditions for providing recreation grants and this information is attached as Appendix C. The Committee also reviewed and revised criteria for the provision of General or non-recreation grants which is attached as Appendix D.

The Committee also implemented minor revisions to the grant application form and determined that this form would be utilized for all grant applications whether for recreational purposes or for general purposes. They also established a Project Completion Report Form which is a new innovation to enable appropriate staff and Members of Council, if they wish, to assess the value of the grant support after the project or service is completed.

In view of all of the above information, and the thorough work of the Ad Hoc Grant Review Committee, we submit the following recommendations for consideration by the Committee.

a) That the accomplishments of the Ad Hoc Grant Review Committee be acknowledged as is contained in this report and the attached appendices and the Committee be dissolved;

b) That the new procedures and timing schedule and the revised criteria relating to City grants be approved and appropriate staff directed to do all things necessary to give effect thereto;

c) That Council approve the principle of continuing with Grants-in-Aid in 1985 and that a commitment be made to support organizations worthy of receiving grants, in an amount of approximately $325,000. or an amount as may be determined depending upon the number of grant requests that are received and the determination of support which would be recommended through the Parks, Recreation and Human Services Committee for Recreation Grants and directly by Board of Control for General Grants;

..... continued

d) That in the development of the Departmental Budget for 1985, approximately $15,000. additional monies be included for support fees for local community recreation undertakings which will be removed from the regular grant program and will be supported through the Parks and Recreation Department's annual budget estimates;

e) That all grants when approved by Council, be paid directly to organizations involved for the purposes which make up the grant requests and that in the future, funds not be maintained and administered through special accounts established by the Commissioner of Finance and Treasurer, except that when any grant monies exceeding $10,000 are approved for organizations to utilize for the payment of rent or permit fees, such would be paid in four equal amounts on a quarterly basis throughout the calendar year;

f) That in the implementation of the new process and timing schedule, appropriate staff be directed to monitor the procedures and report upon any problems that may be caused to groups and organizations and that subsequent recommendations as may be necessary be conveyed through the Parks, Recreation and Human Services Committee for information and appropriate action by Council;

g) That the intention to employ the services of a part-time Grant Review Officer, to review and monitor the effectiveness of General Grants, be approved in principle at an approximate annual cost of $4,800., subject to the job description and advertising of the position and subsequent appointment to the satisfaction of the Commissioner of Personnel; and

h) That prior to the implementation of the revised procedures for 1986 grants, the entire matter be again reviewed by appropriate staff and a report submitted by the Commissioner of Parks and Recreation to the Parks, Recreation and Human Services Committee for referral to Council prior to the dissolution of the present Council, in order for recommendations to be considered and conveyed to the new Council which will take office in late 1985 for the next three years.

All of which is respectfully submitted.

Gordon C. Hutchinson

GCH:v
Attach.

APPENDIX A

CITY OF NORTH YORK
PARKS AND RECREATION DEPARTMENT

December 29, 1983

TO: The Chairman and Members of the Parks, Recreation and Human Services Committee

FROM: D. W. Snow, Commissioner of Parks and Recreation

RE: REVIEW AND UPDATE OF CITY GRANT-IN-AID POLICIES & PROCEDURES

During the spring of 1983 when the Committee was reviewing and approving various grants for sports, culture and recreation purposes, the Commissioner of Parks and Recreation indicated that prior to the issuing of grants in 1984, the overall policies, procedures and application forms would be reviewed and revised, subject to the Committee's approval and utilization for the 1984 grants program for such was approved by Council.

When staff of the Parks and Recreation Department began this undertaking, it quickly became apparent that the Parks and Recreation Department, in dealing with sports, culture and recreation grants, could not properly be revised in isolation, without an appropriate review of all other forms of grants-in-aid which are dealt with by Board of Control. In otherwords, unless there was a complete review and revision to all forms of grant procedures and policies, it was almost next to impossible to update and revise the handling of grants relating only to sports, culture and recreation.

Although it is intended that some minor revisions will be made in reference to the grant application forms in 1984 for sports, culture and recreation groups, it is our opinion that there is inadequate time to totally overhaul the entire grant process in order that it can take effect in 1984, without causing difficulties and hardships to the many groups and organizations who have come to expect annual grants from the municipality.

We are therefore suggesting that the basic operation that has been established over the years, continue throughout 1984 and that during this time period appropriate officials and members of Council do an exhaustive study of the entire process relating to all forms of municipal grants and that an appropriate report be subsequently developed as early as possible, for review and approval by Council. In the mean time, it is necessary for the Parks and Recreation Department to be given guidance as to Council's intention with respect to grants-in-aid for sports and recreational organizations in 1984.

The Committee will recall that in 1983, it was determined that the full value of monies equivalent to 1/20th of a Mill, which we understand will amount again to approximately $105,000, be allocated for grants and administered by the Parks, Recreation and Human Services Committee in accord with applications submitted and recommendations received from the Parks and Recreation Department. If such approval can be secured from Council, the Department will immediately proceed to provide limited revision to the forms that have been used in past years and proceed to communicate with groups and organizations who expect grant assistance or who may make inquiries as to grant aid.

...../2

In view of the above, we submit the following recommendations for consideration by the Committee:

a) that Council be requested to approve the continuation of a Grants-in-Aid Program for 1984 for sports, culture and recreational purposes, similar to that which was provided for in 1983, being the equivalent value of 1/20th of a Mill, to be available for grants for these purposes;

b) that the Department be authorized to provide limited revision to forms previously used and that such be distributed to groups and organizations who have come to expect and rely upon grants for their excellent community services and that such information be conveyed to them and to other organizations who may make inquiries early in 1984;

c) that when all application for grants for sports, culture and recreational purposes have been submitted, that such be reviewed by staff and become the subject of a report by the Commissioner of Parks and Recreation for consideration by the Committee and subsequent referral to Board of Control and Council;

d) that Council approve the establishment of a Grant-in-Aid Review Committee to look into all aspects of the City's Grant-in-Aid Policy with a view to developing a standard approach for dealing with all groups and organizations who request assistance in various forms either through the sports, culture and recreation grant program or directly from grants which are made available from Board of Control;

e) that a committee be established to include appropriate representatives from the Treasury Department, Clerk's Department, Parks and Recreation Department and at least one member of Board of Control and two members of Council; and

f) that such a study and review of the City's Grant Programs be undertaken as early as possible in 1984 in order that a comprehensive report, containing recommendations and revised policies and procedures, be available for Council's consideration at least by the fall of 1984 in order to insure full implementation for any future grant consideration in 1985 and thereafter.

All of which is respectfully submitted.

Gordon Stutchbury

GCH:hr

for D. W. Snow, Commissioner
of Parks and Recreation

CITY OF NORTH YORK
PARKS AND RECREATION DEPARTMENT

MODEL FOR ADMINISTRATION OF CITY GRANTS

City grants would be available in two major categories:

1. Recreation Grants
2. General (non-recreational) Grants

ALLOCATION OF FUNDS

Historically, funds have been allocated in the City's operating budget to two seperate accounts of City Grants. One account was for Grants-in-Aid and one was for Board of Control grants. As we are recommending that the granting process should be altered to co-ordinate these two types of grants, we also recommend that these two accounts be combined to become the Grants-in-Aid Account and be budgeted accordingly.

Based on 1983 and 1984 figures, Recreation Grants requested would likely be in the range of $180,000 in 1985 and General Grants would likely be in the range of $130,000 in 1985. Storage and facilities for the North York Arts Council are presently included in the annual Department budget in the amount of approximately $16,000 and should be reflected in the grants budget each year. We therefore recommend that the amount set aside for total Grants-in-Aid Budget for 1985 should be $325,000.

It should be noted that the Community Services Division of the Parks and Recreation Department provides financial assistance to local community recreation groups through the annual budgets of our twenty Community Recreation Co-ordinators. (See Appendix (i) attached.)

Recreation grant applications that would more appropriately be served under local recreation group funding would be referred to the appropriate Community Recreation Co-ordinator for consultation with the group and would become part of the Community Recreation Services Budget for the following year.

Based on 1983 and 1984 figures, this would require an increase in the Community Services Budget of approximately $15,000 in 1985.

RECREATION GRANTS

Recreation grants would be available for community initiatives that would provide new or on-going recreation services to North York residents. These grants would be made under the sub-categories of Sports, Disabled and Arts. The grants would be both one-time grants for special projects as seed funding, and on-going grants to fund major services that require continuous support from the City. All grants would be subject to review annually to ensure that the programs and their funding are meeting the needs of the community.

- The grant program would be publicized during August of each year.
- Applications would be available as of September 1st of each year for the following calendar year.
- Formal application must be made to the Clerk of the City of North York.
- Submission date would be October 31st for the following calendar year in order to tie in with Department budget planning. (This date would be moved to November 30, 1984 for 1985 grants.)
- Applications would be referred to the Commissioner of Parks and Recreation.
- Grant requests would be assessed by Department staff and a report made to the Parks, Recreation and Human Services Committee of Council by January 15th.
- Applicants would be informed of the Committee's recommendations.
- A two week period would be allowed for applicants to prepare any appeals to be made at the following Parks, Recreation and Human Services Committee meeting.
- Final recommendations of the Committee would be made to Council and grants in excess of $20,000 would go to Board of Control for ratification.
- Applicants would be informed of the Council decision by February 15th.

Sports Grants

- These grant requests would be reviewed by the Sports Co-ordinator in consultation with various sport governing bodies in North York.
- Recommendations regarding these grants, in priority, and subsequent monitoring, would be the responsibility of the Sports Co-ordinator.

Disabled Grants

- These grant requests would be reviewed by the Supervisor of Services for the Disabled, in consultation with representatives of community groups that provide recreation for disabled residents of North York.
- Recommendations regarding these grants, in priority, and subsequent monitoring, would be the responsibility of the Supervisor of Services for the Disabled.

Arts Grants

- These grant requests would be reviewed by the Arts Co-ordinator, in consultation with representatives of community groups that provide arts programs for North York residents.
- Recommendations regarding these grants, in priority, and subsequent monitoring, would be the responsibility of the Arts Co-ordinator.

GENERAL GRANTS (Non-Recreational)

General Grants would be available to fund community initiatives that would provide a service to residents of North York of a non-recreational nature. The grants would be both one time grants for special projects as seed funding, and on-going grants for funding of major services that require continuous support from the City. All grants would be subject to review annually to ensure that programs and their funding continue to meet the needs of the community.

- The grant program would be publicized during August of each year.
- Applications would be available as of September 1st of each year for the following calendar year.
- Formal application must be made to the Clerk of the City of North York by October 31st. (This date would be moved back to November 30, 1984 for 1985 grants.)
- Applications would be referred to the Commissioner of Parks and Recreation.
- Grant requests would be assessed by a Grants Review Officer hired specifically to review, assess and monitor general grant requests, and a report would be made through the Commissioner of Parks and Recreation to Board of Control by January 15th. (For one year (1985) the Grants Review Officer would report to the Commissioner of Parks and Recreation. At the end of 1985, the Commissioner will report to Board of Control recommending the future status and reporting line for this position.)
- Applicants would be informed of the Board of Control recommendations.
- A two week period would be allowed for applicants to prepare any appeals which would be made at the next Board of Control meeting.
- Final recommendations of Board of Control would be made to Council.
- Applicants would be informed of the Council decision by February 15th.
- A suggested job description for the Grants Review Officer is attached as Appendix (ii), and would be subject to review and implementation by the Commissioner of Personnel.

FLOW OF INFORMATION

The following indicates the flow of information from the time the information about Grants-in-Aid (both Recreation and General) is made available, to the time a decision is made by Council.

August	- Grant information made public
September 1	- Applications available from Treasurer
October 31	- Deadline for grant submissions to City Clerk (November 30, 1984 for 1985 grants)
January 15	- Commissioner reports recommendations to Parks, Recreation and Human Services Committee or Board of Control
	- Applicants informed of recommendation of Committee or Board of Control
	- Committee or Board of Control hears appeals and makes final recommendations to Council
February 15	- Council makes decision and the City Clerk informs applicants of results

APPENDIX (i)

CITY OF NORTH YORK
PARKS AND RECREATION DEPARTMENT

1984 COMMUNITY SERVICES
SUBSIDIES TO COMMUNITY GROUPS INCLUDED IN ANNUAL BUDGET

ARTS
$4,215.00

SPORTS
$780.00

DISABLED
$19,260.00

PRESCHOOL
$51,080.00

CHILDREN
$92,794.00

YOUTH
$129,360.00

ADULT
$4,380.00

SENIORS
$2,270.00

$304,139.00 TOTAL

CITY OF NORTH YORK

1984 GRANT EXPENDITURES

CATEGORY	PROJECTS FUNDED	GRANT EXPENDITURE	
Arts			
One time/seed	6	$9,850.00	
On-going	12	79,700.00	
Total	18	$89,550.00	
Sports			
One time/seed	5	$10,347.00	
On-going	11	73,357.00	
Total	16	$83,704.00	
Disabled			
One time/seed	1	$1,385.00	
On-going	1	2,000.00	
Total	2	$3,385.00	
Total Recreation Grants (36)			$176,639.00
Local Recreation			
One time/seed	4	$8,952.00	
On-going	2	2,500.00	
Total Local Recreation Grants (6)			11,452.00
General Non-Recreation			
Total General Non-Recreation Grants (18)			125,155.00
Total Grants Distributed or Committed			$313,246.00
Provision of Storage and Workshop Space - North York Arts Council through Department Budget			16,000.00
TOTAL			$329,246.00

CITY OF NORTH YORK APPENDIX (ii)

SUGGESTED JOB DESCRIPTION

POSITION: Grants Review Officer, General Grants

REPORTING TO: Commissioner of Parks and Recreation
(For 1985 only - to be reviewed at end of 1985)

This is a one year, part-time contract position commencing on November 30, 1984. (To commence on October 31st in ensuing years)

RESPONSIBILITIES:

- To review applications for General (non-recreation) grants of the Grants-in-Aid Program of the City of North York in order to assess their appropriateness to receive funding.
- To meet with organizations requesting General Grants in order to determine their ability to manage the project and the validity of the project.
- To assist groups with any organization details required to ensure success of the project.
- To monitor projects in progress in order to evaluate their effectiveness and to ensure, as far as possible, their success.
- To ensure that final reports of projects are submitted and reviewed.
- To make a final report on all general grant projects that will be used in assessing future grant requests.

QUALIFICATIONS:

- Excellent verbal and written communication skills
- Training and experience in community development theory and practice in urban Canadian setting
- A solid understanding of municipal government
- Experience in grant administration
- A good working knowledge of the North York community and its human services
- Knowledge of available grants from Federal, Provincial, Municipal and private sectors

SALARY:

- One day per week (average) - 7 hours per day @ $12 per hour
- Contract basis - 12 months - approximately $4,800 per annum

CITY OF NORTH YORK APPENDIX C

GRANT-IN-AID PROGRAM

CRITERIA FOR RECREATION GRANTS

A. On-going Funding

Purpose:

- This grant is available to established community groups. The purpose is to ensure that a needed service continues to be provided even though the group is unable to be totally self-sufficient

Criteria:

- The applicant group must identify an active executive and demonstrate how they are accountable to their participants and the North York community.
- The applicant group must demonstrate long-range planning.
- The applicant group must demonstrate a sincere attempt to reduce their dependence on municipal funding.
- The service to be provided must not be in conflict or competition with a like service provided by another community group.
- Participants and/or spectators must be at least 50% North York residents.
- Participants must contribute toward the cost of offering the service, either in fees or in kind, in an amount appropriate to their ability to contribute.
- The applicant group must demonstrate active involvement in fundraising efforts.
- The applicant group must have investigated all other sources of funding.

Conditions:

- Grant application forms must be complete. NOTE: Appendices may be added but they must not replace the information requested on the form.
- Grant applications must be accompanied by a projected budget for the group and/or the project (as appropriate), for the year in which the grant is requested, as well as a financial statement for the previous fiscal year.
- Approval of a grant is subject to a review of the application by staff and an advisory group of North York residents, where appropriate.
- Additional information must be made available to the Parks and Recreation Department on request, if it should be required.

- Should the grant application be approved, staff of the Parks and Recreation Department will work together with the group to assess the on-going program or project in order to ensure that the terms of the grant are met and to ensure, as far as possible, the success of the project.
- Should the grant application be approved, a final financial statement for the project funded, along with a final report, must be submitted to the Commissioner, via staff, within 30 days of completion of the project.

B. Seed Funding

Purpose:
- This grant is available to either: a) new community recreation groups, or b) established community recreation groups, for the purpose of assisting in the start-up of a new project or service on a one-time only basis.

Criteria:
- The applicant group must identify an active executive and demonstrate how they are accountable to their participants and the North York community.
- The applicant group must demonstrate good planning in their project, indicating that this will be a one-time grant.
- The service provided must not be in conflict or in competition with a like service provided by another community group.
- Participants and/or spectators must be at least 50% North York residents.
- Participants must be contributing toward the cost of offering the service, either in fees or in kind, in an amount appropriate to their ability to contribute.
- The applicant group must demonstrate active involvement in fundraising efforts.
- The applicant group must have investigated all other sources of funding.

Conditions:
- Grant application forms must be complete. NOTE: Appendices may be added but they must not replace the information requested on the form.
- Grant applications must be accompanied by a projected budget for the group and/or the project (as appropriate) for the year in which the grant is requested. For groups that have been in existance for more than one year, the most recent year's financial statement must also be included.

- Approval of the grant is subject to a review of the application by staff of the Parks and Recreation Department and an advisory group of North York residents where appropriate.
- Additional information must be made available to Parks and Recreation Department staff if it should be required.
- Should the grant application be approved, staff of the Parks and Recreation Department will work together with the group to assess the on-going program or project in order to ensure that the terms of the grant are met and to ensure, as far as possible, the success of the project.
- Should the grant application be approved, a final financial statement for the project funded, along with a final report, must be submitted to the Commissioner, via appropriate staff, within 30 days of completion of the project.

CITY OF NORTH YORK APPENDIX D

GRANT-IN-AID PROGRAM

CRITERIA FOR GENERAL (NON-RECREATION) GRANTS

A. On-going Funding

Purpose:
- This grant is available to established community groups. The purpose is to ensure that a needed service continues to be provided even though the group is unable to be totally self-sufficient.

Criteria:
- The applicant group must identify an active executive and demonstrate how they are accountable to their participants and the North York community.
- The applicant group must demonstrate long-range planning.
- The applicant group must demonstrate a sincere attempt to reduce their dependence on municipal funding.
- The service to be provided must not be in conflict or competition with a like service provided by another community group.
- Participants and/or recipients of service must be at least 50% North York residents.
- Participants or recipients of service must contribute toward the cost of offering the service, either in fees or in kind, in an amount appropriate to their ability to contribute.
- The applicant group must demonstrate active involvement in fundraising efforts.
- The applicant group must have investigated all other sources of funding.

Conditions:
- Grant application forms must be complete. NOTE: Appendices may be added but they must not replace the information requested on the form.
- Grant applications must be accompanied by a projected budget for the group and/or the project (as appropriate), for the year in which the grant is requested, as well as a financial statement for the previous fiscal year.
- Approval of a grant is subject to a review of the application by staff and an advisory group of North York residents, where appropriate.
- Additional information must be made available to the Parks and Recreation Department on request if it should be required.

- Should the grant application be approved, staff of the Parks and Recreation Department will work together with the group to assess the on-going program or project in order to ensure that the terms of the grant are met and to ensure, as far as possible, the success of the project.
- Should the grant application be approved, a final financial statement for the project funded, along with a final report, must be submitted to the Commissioner, via staff, within 30 days of completion of the project.

B. Seed Funding

Purpose:
- This grant is available to either: a) new community groups, or b) established community groups, for the purpose of assisting in the start-up of a new project or service on a one-time only basis.

Criteria:
- The applicant group must identify an active exectuive and demonstrate how they are accountable to their participants and the North York community.
- The applicant group must demonstrate good planning in their project, indicating that this will be a one-time grant.
- The service provided must not be in conflict or in competition with a like service provided by another community group.
- Participants and/or recipients of service must be at least 50% North York residents.
- Participants or recipients of service must be contributing toward the cost of offering the service, either in fees or in kind, in an amount appropriate to their ability to contribute.
- The applicant group must demonstrate active involvement in fundraising efforts.
- The applicant group must have investigated all other sources of funding.

Conditions:
- Grant application forms must be complete.. NOTE: Appendices may be added but they must not replace the information requested on the form.
- Grant applications must be accompanied by a projected budget for the group and/or the project (as appropriate), for the year in which the grant is requested. For groups that have been in existance for more than one year, the most recent year's financial statement must also be included.

- Approval of the grant is subject to a review of the application by staff of the Parks and Recreation Department and an advisory group of North York residents where appropriate.
- Additional information must be made available to Parks and Recreation Department staff if it should be required.
- Should the grant application be approved, staff of the Parks and Recreation Department will work together with the group to assess the on-going program or project in order to ensure that the terms of the grant are met and to ensure, as far as possible, the success of the project.
- Should the grant application be approved, a final financial statement for the project funded, along with a final report, must be submitted to the Commissioner, via appropriate staff, within 30 days of completion of the project.

10.

TORONTO ARTS COUNCIL

BACKGROUND:

The Toronto Arts Council, a voluntary, provincially-incorporated, non-profit organization, was established in 1974 to advise the City of Toronto on the allocation of cultural grants and on municipal policy affecting the arts and culture generally. The formation of the Arts Council arose from a recommendation by a group commissioned by Mayor David Crombie, the "Working Group on Participation in Artistic and Cultural Activity," which recommended the creation of an arm's length body which would serve the City as an advisor on arts and cultural matters.

STRUCTURE:

As it has been since its establishment, the Board of Directors of the Toronto Arts Council is made up mainly of professional artists who are knowledgeable about the arts scene in Toronto and who have particular expertise in one or more arts disciplines. In addition, some Council positions are held by persons who have a demonstrated interest in the arts as well as other special expertise. Two members are appointed by the City of Toronto as City Council's representatives on Toronto Arts Council's Board of Directors. (See board list attached.)

The work of the Toronto Arts Council is further enhanced through a system of advisory committees in each of the major arts disciplines: Theatre, Music, Dance, Visual Arts/Film and Video, Literary, Festivals and Special Events. The Council's work is also supported by its Finance, Nominating, Loans, and Priorities and Planning committees. Committee membership is comprised of some board members but, in the case of the arts discipline committees, is primarily made up of non-board members from the community being served. (See committee list attached.)

All committee members and all members of Toronto City Council are members of the Toronto Arts Council, though they do not all sit on its board. The work of the voluntary Council and committees is complemented by a professional staff.

BUDGET:

The total 1990 Toronto Arts Council base budget is $3,771,955. In 1990, an additional $339,075 was also made available through the City's At-Large Account to fund unique, one-time cultural events and tours, and to provide a special, one-time allocation to supplement the 1990 Writers' Grants program budget.

ACTIVITIES:

REGULAR ANNUAL GRANTS

In February of each year, the Toronto Arts Council receives applications for funding from City of Toronto, non-profit, arts and culture groups. Both professional and non-professional, community-based groups are eligible. During the 1990 regular grants program, the Council and its committees reviewed 264 applications from 237 organizations. A total of 198 grants were made from the base budget, 62 of these to community and neighbourhood groups. An additional 36 grants were recommended from At-Large (see "BUDGET" p.1).

APPEALS PROCESS

As part of the evaluation and adjudication process of the regular grants program, applicants may appeal committee recommendations. Each organization appealing meets with their adjudication Committee to allow Committee members to better acquaint themselves with the circumstances of the organization. In 1990, 42 organizations made appeals. Adjustments amounting to $100,365 were made to the recommendations of the 32 successful appellants.

INTERIM CULTURAL GRANTS

In addition to its regular grants program, the Council administers an Interim Cultural Grants program to respond to initiatives which occur outside of the regular grants period. In 1989 a total of $86,500 was awarded through the Interim Cultural Grants program to 31 organizations. The 1990 budget for this program is $153,800, including reappropriations from 1989.

WRITERS GRANTS

Toronto Arts Council launched the Research and Development Awards to Writers as a pilot program in 1986 - the first grants available to individuals through the City of Toronto. This is now an annual program with an application deadline in April. In 1990, awards of $3,500 each were made to 50 City of Toronto writers to further the research and development of their individual writing projects.

GRANTS TO VISUAL ARTISTS

In 1988, responding to a need identified by the arts community, Toronto Arts Council initiated a program of production grants available to professional visual artists working in any medium, including painting, photography, electronic media, film, fibre, holography, installation, printmaking, sculpture, etc. In 1989, this program awarded grants totalling $96,250 to fourteen City of Toronto visual artists.

GRANTS TO CHOREOGRAPHERS

In 1989 Toronto Arts Council introduced a pilot program of grants to independent choreographers which is designed to support the creation and performance of new dance works. Grants totalling $50,000 were awarded to thirteen City of Toronto choreographers in 1989.

TOURING GRANTS

In 1988 Toronto Arts Council introduced a limited program of touring grants available to City of Toronto arts organizations for special, non-recurring tours. Funding for touring grants is made available from the City's At-Large Account (see p.1 "BUDGET"). In 1988, touring grants totalling $40,000 were awarded to eight organizations. Ten grants totalling $69,000 were recommended in 1989.

LOAN FUND

The TAC Loan Fund was established in 1977 for the use of Toronto arts organizations in need of immediate short-term bridge financing. Eligible applicants are able to apply for loans of up to $5,000. This fund has proven to be of immense help to the arts community who regularly experience cash flow problems while awaiting grant cheques.

CAPITAL GRANTS

In 1989 City Council approved the creation of a Cultural Facilities Grant Fund, with a budget of $1-million, to enable the City to make capital grants to ease the cultural community's work space crisis. Applications for capital funding are made to a special cross-disciplinary committee of the Toronto Arts Council The City's Property, Legal and Finance Departments may also take part in the review of applications to assess the viability of projects.

ADVICE TO CITY COUNCIL

Toronto Arts Council provides members of City Council and City Hall staff with formal and informal briefings on the arts in Toronto and elsewhere and solicits advice from them as to how the TAC may better respond to the cultural needs of the City.

INFORMATION AND COMMUNICATIONS

The Toronto Arts Council provides information to journalists, government and its agencies, and others regarding the arts and culture in Toronto. In addition, numerous calls and letters with general requests for information on the arts are responded to annually.

CLIENT CONSULTATION

Toronto Arts Council conducted six consultative sessions with its clients in November and December 1987. The "Let's Talk" sessions were organized to provide a forum for the exchange of information, for setting of goals and priorities, and for review of current programs and structures. In conjunction with the sessions, a questionnaire dealing with issues covered at the sessions was sent to all organizations funded through Toronto Arts Council to ensure all organizations an equal voice on these important issues. The next "Let's Talk" sessions are scheduled for November 1990.

PUBLICATIONS

Cultural Capital, Toronto Arts Council's 1985 report on the arts in the City of Toronto, is widely recognized as a seminal work on municipal arts policy.

City of Toronto Arts and Culture Community: Financial Trends 1981-1987 with Projections to 1999 was published in March 1988. This report provides a unique analysis of the Toronto arts community - past, present and future - based on seven years of financial data collected by Toronto Arts Council as part of their ongoing research on arts funding and the Toronto arts community.

The popular Guide to Employment and Other Funding Programs for Arts and Culture Organizations is revised annually with the new edition available in October.

Toronto Arts Council's 1987 client consultation sessions are well-documented in the Let's Talk Report, which contains an overview of the issues discussed and a summary of the conclusions and recommendations which came out of the meetings, as well as details on the discussion which arose at the individual sessions. The results of the Let's Talk Questionnaire are also available.

No Vacancy, a three-part report prepared by the Toronto Arts Council for the City of Toronto, describes the workspace crisis affecting Toronto's arts and culture community and makes recommendations for the development and implementation of a City cultural facilities policy to respond to the crisis.

RESEARCH

Since 1984, Toronto Arts Council has maintained a data base containing expenditure/revenue information on City of Toronto funded arts organizations. The data base, updated annually, is a unique research, analysis and resource tool and is valuable for the type and amount of information it contains.

COMMUNITY LIAISON

Toronto Arts Council works with the arts community on issues of common concern such as federal censorship legislation and de-designation of Wintario Lottery Funds.

Occasionally, in response to an identified need, TAC may organize a public seminar or workshop, such as the "Free Trade Forum" held in 1985 or the "Accounting for the Arts" workshop which was first held in 1987 and has since become an annual event.

WINNIPEG ARTS ADVISORY COUNCIL

COUNCIL BUILDING • CIVIC CENTRE • WINNIPEG • MANITOBA • R3B 1B9 •

MARCH 8, 1991

TO: The Chair and Members of the Winnipeg Arts Advisory Council

FROM: Blaise Enright Peterson, Secretary

RE: City Policy on Cultural Grants

As requested at the Winnipeg Arts Advisory Council meeting on March 7, 1991, I have enclosed a copy of the City Policy on Cultural Grants which outlines the criteria and guidelines for grants to cultural organizations as amended by Council on October 31st, 1990.

If you require further information please call me

GRANTS
C302

CITY POLICY

RECEIVED 20/2/91

TITLE

POLICY FOR CULTURAL GRANTS ADMINISTERED BY THE COMMITTEE ON PROTECTION, PARKS AND CULTURE

POLICY STATEMENT

FUNDING FOR CULTURAL GRANTS

(1) Council shall vote a global sum for operating grant contributions to arts and culture organizations each year.

(2) Beginning in the fiscal year 1988-89, the global allocation for operating grant contributions to organizations which render a general service to the community, the principal focus of which is cultural, shall be determined by a formula consisting of a base amount and a growth rate, wherein:

(a) the base amount be $1,832,430.00, unless evaluation of the City's non-cash contributions to the arts in light of information available at that time, indicates that the base amount should be higher or lower than the above sum.

(b) the growth rate be equal to the prior year's increase in the municipal mill rate or the prior year's Consumer Price Index, whichever is lesser.

(3) The formula shall be reviewed every three years, with the first review to occur in 1992.

(4) The annual global allocation shall be divided into four separate accounts, as follows:-

a) Individual artists account ($14,000.00):
10 grants of $500.00 each;
9 grants of $1,000.00 each;

b) Administrative account (5% of the global budget); (Minute 727/90)

c) Project grants account (5% of the global amount);

d) Primary operating grants account (the balance of the global amount).

(5) Disbursements from the global allocation will be in accordance with the policy adopted by Council on November 7th, 1984, which states inter alia that:

(a) The Winnipeg Arts Advisory Council be established with the power to recommend but not to spend.

(b) The Committee on Protection, Parks and Culture shall be responsible for the work of the Winnipeg Arts Advisory Council.

(c) The Winnipeg Arts Advisory Council shall b responsible for the screening of applications, definition of criteria and recommendations as to appropriate grant levels.

(6) Disbursements from the global allocation for primary operating grants shall be made in accordance with the criteria/guidelines for grants to cultural organizations outlined herein. In addition, certain inequities in tax exemption benefits shall be considered in setting those grant amounts.

(7) The Winnipeg Arts Advisory Council shall transmit its recommendations in the form of a yearly report to the Committee on Protection, Parks and Culture.

(8) On the date on which the Winnipeg Arts Advisory Council forwards its funding recommendations to the Committee on Protection, Parks and Culture, a copy of these preliminary recommendations shall also be sent to all grant applicants in order that applicants have an opportunity to provide additional input to the process if so desired.

(9) The Committee on Protection, Parks and Culture shall adjudicate all applications and within the global allocation, shall have final authority to approve grants which qualify under this policy, up to an amount of $50,000.00 per individual grant. It shall submit to Council with its recommendation for approval, all requests for grants in excess of this amount.

(10) Disbursements from the Individual Artists Account shall be made in accordance with the criteria/guidelines for grants to individuals outlined below.

(11) Disbursements from the Projects Grants Account shall be made in accordance with the criteria/ guidelines for project grants as outlined below.

CRITERIA/GUIDELINES FOR GRANTS TO CULTURAL ORGANIZATIONS

(1) The deadline for necessary applications shall be August 1st in each year. Late applications may be considered at the discretion of the Winnipeg Arts Advisory Council, but the Arts Advisory Council will make its recommendations to the Committee on Protection, Parks and Culture as soon as possible after that date without waiting for late applications.

(2) The appropriate application form shall be used by all applicants for cultural grants and shall be submitted to the City Clerk.

(3) Applications for cultural grants shall be referred by the City Clerk's Department directly to the Winnipeg Arts Advisory Council. The Advisory Council shall ensure completeness of the applications and shall submit the applications together with appropriate financial information to the City Treasurer for analysis and report.

(4) The City Treasurer shall direct the results of his financial analysis of cultural grant applications to the Winnipeg Arts Advisory Council for inclusion in the Advisory Council's report on funding recommendations to the Committee on Protection, Parks and Culture.

(5) Before any grant is approved to an organizatio whose financial statements reflect a deficit position, the application shall include an acceptable proposal to reduce or eliminate sai deficit within a fixed time frame. This proposal shall be referred to the City Treasur for comment on its feasibility and, where appropriate, on the past and future financial performance of the organization. Where no proposal for deficit reduction is evident, the Commissioner should advise the organization of the City's deficit policy.

(6) The Committee on Protection, Parks and Culture shall adjudicate within prescribed guidelines all special grant applications relating to "cultural" activities including those applications specifically requesting financial assistance from the City for bus transportatio purposes. The cost of approved grants in this category shall be charged to the Marketing and Development Budget of the Transit Department.

(7) Grants should only be made to non-profit organizations that are performing a service which is not a function of local government.

(8) The organization renders a service to a segment of the community while being of a general benefit to the community as a whole.

(9) Any financial gain realized from any cultural undertaking shall be used to further the objectives of the said organization.

(10) Effectiveness of the program of the applicant.

CRITERIA/GUIDELINES FOR GRANTS TO INDIVIDUALS

(1) The Program of Grants to Individuals is established in recognition of the individual artist or cultural worker as the primary source of creative activity.

(2) The deadline for applications shall be December 1st in each year. A letter of application should include a description of the proposed project, a schedule of activities, a budget, a plan for the diffusion of the resulting work and a curriculum vitae.

(3) Applicants must demonstrate a degree of ability consistent with standards established by other granting bodies. In particular, an applicant must possess a level of training in the relevant field which indicates an ability to complete the proposed project successfully. Provision will be made for applicants who have received no formal training but demonstrate an appropriate level of proficiency.

(4) A grant may be held by an individual who wishes to make use of programs, opportunities or facilities provided by non-profit organizations or educational institutions.

(5) A grant may not be used to create or sustain a program or project of a non-profit organization or an educational institution.

(6) Projects may be inter-disciplinary, multi-disciplinary or educational.

(7) Projects must consist of a clearly defined program of activity or instruction to be completed within a limited time.

(8) Special consideration will be given to projects involving the curation, exhibition or public presentation of the work of Winnipeg residents.

(9) Individuals must be resident in Winnipeg for twelve months prior to the date of application.

(10) Projects must be cultural (including ethno-cultural) and relate to work in film, video, multi-media, writing, publishing, theatre, dance, performance, music, painting, sculpture, printmaking, ceramics, fabrics, crafts, etc. or to curation, exhibition or presentation. A project may also be academic provided it pertains to cultural subjects specific to Winnipeg and is carried out at a post-graduate level.

(11) Grants may be used to cover living allowances while carrying out the project, material costs, workspace rental, travel costs or costs related to public presentation.

(12) A jury system will be employed to review the applications and to recommend projects for support. The jury will be composed of a member of the Arts Advisory Council's Creative Arts Committee, and three members of Winnipeg's cultural community. The three jurors from the cultural community will be chosen by the Advisory Council on the basis of their expertise in relation to the variety of projects proposed, upon the recommendation of the Creative Arts Committee.

CRITERIA/GUIDELINES FOR PROJECT GRANTS

(1) Applications for Project Grants are considered four times annually. Application deadlines are August 1st, November 1st, February 1st, and May 1st of each year.

(2) To apply for a Project Grant, an organization must submit a completed City of Winnipeg application form in duplicate and the following:-

a) A description of the proposed project with stated objectives;

b) a clearly defined schedule of activity, including the expected date of completion of the project;

c) A detailed project budget consistent with the planned activities indicating all expenditures and anticipated sources of revenues;

d) Proof that the board of directors of the applying organization has authorized the proposed project.

(3) Project Grants will be given primarily in the first instance to organizations applying to the City of Winnipeg for the first time and that do not ordinarily receive operating grants from the City.

(4) Project Grants are not intended to support the regular operations or the services provided by applying organizations.

The Committee on Protection, Parks and Culture, is authorized to distribute grants under the terms of existing policy, in an amount not to exceed 50% of the total provision for grants for the preceding year, prior to the approval by Council of the annual operating budget.

Quarterly reports on grants paid under this policy shall be prepared by the Finance Department and submitted to all members of Council for their information.

REFERENCE

File No. FG-1
Policy adopted by Council March 7th, 1990
Amended by Council April 4th, 1990; October 31st, 1990

(5) The proposed project must not duplicate services presently being provided by other organizations or agencies for the citizens of the City of Winnipeg.

(6) Projects must have specific objectives and applicants must indicate how those objectives are to be met.

(7) Projects must have an evaluation process to determine the results.

(8) Applications for project grants shall be referred by the City Clerk's Department directly to the Winnipeg Arts Advisory Council. The Advisory Council shall ensure completeness of the applications and shall submit the applications together with appropriate financial information to the City Treasurer for analysis and report.

(9) The City Treasurer shall direct the results of his financial analysis of special project grant applications to the Winnipeg Arts Advisory Council for inclusion in the Advisory Council's report on funding recommendations to the Committee on Protection, Parks and Culture.

The City Clerk may deny on behalf of the Committee on Protection, Parks and Culture, any request for financial assistance that does not meet the prescribed criteria, with an explanation of the City's policy.

In any instance where there is some question as to the request meeting the established criteria, the City Clerk shall forward the request with an appropriate explanation, to the Committee on Protection, Parks and Culture for disposition.

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

Ms. Pam Medland
Urban Municipal Collection
2nd Floor
Hamilton Public Library

L8N 3T4

TEL: 546-2700
FAX: 546-2095

1991 July 11th

URBAN MUNIC. COLL
1991
GOVERNMENT DOCUMENTS

NOTICE OF CANCELLATION

This will confirm that as per the recommendation of the Arts Advisory Sub-Committee at its July meeting, the regularly scheduled meeting of the Arts Advisory Sub-Committee for August to be held on:

Thursday, 1991 August 1st

has been cancelled.

The next regular meeting of the Sub-Committee will be held on:

Thursday, 1991 September 5th

Susan K. Reeder

Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

URBAN MUNICIPAL
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THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

1991 June 28th

URBAN MUNICIPAL

GOVERNMENT DOCUMENTS

NOTICE OF MEETING

Arts Advisory Sub-Committee
Thursday, 1991 July 4th
12:00 o'clock Noon
Room 219, City Hall

Susan K. Reeder, Secretary
Arts Advisory Sub-Committee

AGENDA

1. Minutes of the Arts Advisory Sub-Committee meetings: (copy to follow)
   (a) Regular meeting held on Thursday, 1991 June 6th.
   (b) Special meeting held on Friday, 1991 June 26th.
2. Delegation - Dave Wilson, Hamilton Dance Festival.
3. Chairman's Report. (no copy)
4. Report on Festivals.
5. West Avenue School. (no copy)
6. Ethno-Cultural Division, Culture & Recreation Department.
7. Media and the Arts. (no copy)
8. The Great Festivals of the Lakes - request for comments on possible ways that Hamilton can participate.

9. Information Items:

(a) Reports of the Co-Presidents, Annual General Meeting, Arts and the Cities, 1991 June 15th.

(b) Extract - Presentation by Chuck Renaud (on his own behalf) to the Conference on Sustainable Development - 1991 June 15th.

(c) Report - Public Art Symposium Meeting - 1991 June 21st.

(d) Report - Grants Process Task Force.

10. Other Business.

11. Adjournment

OUTSTANDING LIST
ARTS ADVISORY SUB-COMMITTEE

ITEM	ORIGINAL DATE	ACTION	STATUS
Discussion requested - clarify whether Arts Grants include multicultural activities & what role the Sub-Committee plays in multicultural activities. Should they be special events under the P&R Committee? (Janna Malseed)	1991 March 7	Grants Process Task Force	Report pending
Task Force established to review the grants process in order to provide a more satisfactory input to the Grants Review Committee for the 1992 Art Grant applications.	1991 April 4	To Meet and Compile a Report	Pending Report
Arts Co-Ordinator to obtain slides and/or arrange for Portland, Oregon speaker to be a guest at the Annual General Meeting	1991 May 2	Arts Co-Ordinator	Being investigated as part of the upcoming Symposium.
Cancellation of "An Evening With Richard Gale"	1991 May 2	Chairman	To speak to Mr. Gale & report back
West Avenue School Use	Ongoing		
Ethno-Cultural Division, Culture and Recreation Department	Ongoing		
Budget Process Report	1990 September	Arts Co-Ordinator	Pending report

2.

HAMILTON DANCE FESTIVAL - GUIDLINES

ADJUDICATIONS AND GALA 1991

The first Hamilton Dance Festival for the Hamilton-Wentworth region is being held on the weekend of Friday November 15th - Sunday November 17th. The festival is co-ordinated by the Department of Physical Education, McMaster University with the support of the Hamilton Regional Arts Council. The adjudicated round is open to choreographers from studios, schools, colleges/university, and Independent artists. Adjudications will be held in the Rose Hill Dance Studio (Phys. Ed. Complex) McMaster, on the evening of Friday November 15th and daytime, Saturday November 16th. The panel of three judges will select ten dances from the thirty entrants to move on to the Gala performance. This will be produced in the du Maurier Centre, Theatre Aquarius on the evening of Sunday November 17th.

Rationale

The Hamilton-Wentworth region is a hot-bed of dance activity (with a population of 700,000), yet most people involved in dance work in isolation and are largely unaware of the activities of other groups. Besides numerous studios who offer dance classes to both children and adults, there is also dance activity in the secondary schools and at the university. The "New Choreography Festival" provides both a broad base for participation, an opportunity to receive supportive feedback, and the challenge of artistic excellence. It is hoped that the festival will stimulate experimentation, learning and mutual support in an open atmosphere within the dance community.

Entered works may be in the dance art styles of ballet, jazz, or modern dance. Choreographers may be professionals or students, with works ranging from solos to large group pieces.

The festival is built on four cornerstones for the development of choreographic talent in any chosen style.

1. Artistic Quality
2. Creative Ideas
3. Innovative Movement
4. Technical Proficiency.

Entrants in the Hamilton Dance Festival will be expected to display a professional attitude throughout the duration of the event.

Through widening the vision of what dance can be by providing exposure to a range of dance styles, it is hoped to expand and enrich dance awareness in the Hamilton-Wentworth dance community.

Goals

1. To make links between dance in schools, university/ colleges, studios, Independent choreographers.

2. To increase dance awareness, build audiences and improve media profile in the Hamilton-Wentworth region.

3. To give both established and aspiring choreographers an opportunity to show their work in public and have it evaluated by an independent panel of judges.

4. To support choreographic innovation in the styles of ballet, jazz and modern dance.

5. To present an open adjudicated round of performances from which works of excellence are selected for a Gala performance.

Format

1a. Each school, studio, company, university/college may enter TWO dance pieces in any style. (There is also an option to enter ONE dance only).

b. Independent choreographers may enter ONE dance only.

2. Styles may be: ballet, jazz, modern.

3. Dances may be submitted in Category A-Professional (minimum of two years teaching/choreographing) or Category B - Student (maximum of two years teaching/choreographing).

4. Choreographers and dancers must be aged 15+.

5. It is recommended that dances ranging from solo-quartet be kept to six minutes maximum. Larger group dances may be no more than twelve minutes.

6. Dances will be accepted by application on a first-come-first-served basis. A maximum of thirty dances will be accepted.

7. Ten dances will be selected by the panel of three judges, to perform in the Dance Gala.

8. Entry fee - Category A: $25.00; Category B: $15.00 (per dance).

PRODUCTION

ADJUDICATED ROUND - Rose Hill Dance Studio, Physical Education Complex
McMaster University.

Floor: Sprung wooden floor covered with dance floor (black). 36 x 29 ft.

Wings: Two each side, 10ft. and 20ft. from downstage.

Rehearsals: Only spacing is available (10 minutes).

Sound: Cassettes only.

Lighting: Overhead fluorescent lights only (10 tracks). One state only - set by choreographer during spacing.

Seating: Bleachers, chairs, mats (capacity 150).

Video Documentation. The performance will be professionally videotaped on VHS. Each choreographer will be eligible for a copy of their performance.

Props: Each choreographer is responsible for ensuring all props are readily available in the wings before the adjudications, and removed afterwards.

Sets: It is advised that sets, if used at all, be very simple in design.

Schedule: Friday November 15th (10 dances)
Spacing: 5:30 - 7:30 p.m.
Adjudications: 8:00 - 10:00 p.m.

Saturday November 16th (20 dances)
Spacing: 8:30 - 10:30 a.m.
Adjudication: 10:30 - 12:30 p.m.
Spacing: 1:00 - 3:00 p.m.
Adjudication: 3:00 - 5:00 p.m.

* Judges feedback is given after sets of five dances

GALA — Theatre Aquarius, de Maurier Centre.
Technical details will be available to all accepted entrants. Thirty minutes will be available per dance for spacing, setting lights, sound and running the dance.

Schedule: Sunday November 17th (10 dances)

Technical Rehearsals	9:00 - 11:30 a.m.
	12:00 - 2:30 p.m.
Dress Rehearsal	3:30 - 5:00 p.m.
Gala Performance	8:00 - 9:30 p.m.
Reception & Awards	9:30 - 11:30 p.m.

Artistic Directors

Dave Wilson: Department of Physical Education, McMaster University 525-9140 X 3571.

Vitek Wincza: Hamilton Ballet School 528-4020.

Co-ordinator

T.B.A.

Judges

T.B.A.

HAMILTON DANCE FESTIVAL '91 - BUDGET

Expenses

Personnel

Judges	1500	(3 @ 500.00)
Co-ordinator	3300	(12 wks @ 275.00)
Stage Manager	300	
Sound Technician	150	
Video Technician	300	
	5550	

Supplies & Services

Tickets/Box Office	191.25 (5% of box office)
Newspaper/Magazine ads	400
Printing	
Flyers/Posters	600
Programs	650
Letterhead/Envelopes	700
Certificates	100
Design Costs	
Logo	200
Postage	250
Videotapes	50
Bleachers Rental	200
Theatre Aquarius Rental	900
Choreographers ~~Price~~ Prize	500
Dancers ~~Priee~~ Prize	250

Hospitality	700
Office/Phone (Installation & charges)	500
Miscellaneous	190
	6381.25
	11,931.25

Income

Door	:McMaster	800	(approx 80 @ $4 + 80 @ $6)
	:Theatre Aquarius	3825	(approx. 450 @ $7.50-9.50) Based on box attendance
Ontario Arts Council		2750	
City of Hamilton		1275	
Sponsors		2750	
Entry Fees		600	
		12,000	

Surplus

68.75

4.

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

****

TO: Parks & Recreation Advisory Committee
Arts Advisory Committee
Hamilton Historical Board
Sports Council

YOUR FILE:

FROM: Mr. Bob Sugden
Director of Culture and Recreation
Culture and Recreation Department

OUR FILE:
PHONE: 546-4614

SUBJECT: **Report On Festivals**

DATE: 1991 April 15

The Parks and Recreation Committee at its meeting on April 2nd requested that the Department of Culture and Recreation prepare a full report on Festivals.

Staff have prepared a Policy Paper which can address process, funding and venues within an operating system which can best serve the event organizers and the Corporation.

May we provide this report for your consideration and comments.

It is anticipated that this report will be received at the June 4th Parks and Recreation Committee meeting and thus would request your remarks by **May 17th to Marie Powell, Department of Culture and Recreation,** for final circulation.

Your work with the Festivals and Events over the past years is highly valued and will be integral to a final policy.

BS:mp

Attached.

Subject: **Municipal Policy For Festivals And Special Events.**

Recommendations:

That the Municipal Policy for festivals and special events be adopted on this date, to contain the terms and conditions prescribed and be subject to amendments and revisions submitted for the November meeting of Parks and Recreation.

That all festivals and special events receiving civic funding (Appendix A) be co-ordinated by the Events Co-ordinator of the Department of Culture and Recreation.

That all reoccurring special events and festival budget allocations be consolidated in the Events-Programming Budget of the Department of Culture and Recreation.

That those reoccurring special events and festival budget allocations currently under the grants portion of the Finance and Administration Budget be recommended to be consolidated in the Events-Programming Budget.

That the Events-Programming Budget be subject to the annual adjustments determined by Council as the mill rate percentile adjustment.

That all one time or non-annual grant requests be adjudicated by the Grants Review Group with comments provided by the Arts Advisory Sub-Committee or the Hamilton Sports Council.

That all expansional budget proposals for festival and special events be subject to the appropriate budget process and comments from either the Arts Advisory Sub-Committee or the Hamilton Sports Council.

That there be deemed three categories of special events and festivals which determine the funding level and venue.

Level A Festivals of a city-wide nature which showcase Arts, Culture and Heritage as they contribute to the quality of life in our city and country. These events are two days or more in duration and attract participation over 40,000.

The appropriate venue for these festivals over the locations which maximize the economic impact and provide the necessary technical amenities. Such locales are Commonwealth Square with adjoining civic and private plazas, Gage Park and the future Hamilton Island Park.

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Level B Festivals or special events which serve a civic purpose supporting Arts, Culture, Heritage, Sports and Recreation. These events or sub-events be of one day duration and attracting participation of over 20,000.

The appropriate venue for these events are the locations which can best serve the objectives of the program with the necessary technical amenities.

Level C Festivals or special events which serve a specific community or neighbourhood cause held on one day and attracting participation under 20,000.

The appropriate venue for these events are locations which can best serve the objectives of the program with the necessary technical amenities.

Note: Festivals and special events requesting the use of historically designated sites will require annual support approval of the Historical Board prior to Parks and Recreation authorization.

That all A category festivals be required to submit an independent audit within 90 days of the event.

That all B and C categories of festivals and events be required to submit an accountant reviewed financial statement within 60 days of the event.

That all reoccurring special events and festivals be subject to review by the Special Events Advisory Team for all technical programming, protecting the assets of the Corporation and assuring all codes and by-laws are requested.

That a Special Events Sub-Committee of the Parks and Recreation Advisory Committee provide an annual review of all civically funded reoccurring festivals and special events available for the Parks and Recreation Committee in January of each year.

Financial Implications:

Funding for these festivals and special events are currently provided within the Current Budget.

Increments and expansion resources would be dealt with on an annual basis.

Base fund transfers will be required from the Grants Account to the Event Programming Account.

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Background:

The Director of Culture and Recreation was requested to provide a full report on Festivals at the April 2nd meeting of Parks and Recreation.

The basis for this report is to provide policy on the operation of festivals and special events to ensure a year to year accountability. It assumes that the reoccurring events funded by the Corporation are subject to the same regulations and funding criteria of other on-going municipal services. It ascertains that they are as highly valued in the provision of the quality of life elements in our city as other operations and indicates the same level of support that Department functions can ascertain.

It assures that staff and citizens work cohesively in a delivery system of checks and balances.

c.c. L. Sage, Chief Administrative Officer
E. Matthews, City Treasurer
J. Pavelka, Director of Public Works
S. Merlo-Orzel, Events Co-ordinator

Appendix A	Festivals & Special Events Of A Reoccurring Nature.
Level I	Festivals Of Friends Cari Can It's Your Festival CANUSA Canada Day Celebrations
Level II	Earthsong

"Copy sent to members of the Arts Advisory Sub-Committee - 1!

6.

CULTURE/RECREATION DEPARTMENT
ETHNO-CULTURAL POLICY

The rapidly changing ethno cultural make-up of Greater Hamilton creates new demands on behalf of the department. New Canadians, not only have difficulty with the language, spoken and written, but with a whole new set of values, social and religious customs and recreational needs.

Many nationalities and religions honour the holy day from sundown Friday until sundown Saturday. Dietary laws about meat, eggs, etc., dictate other difficult problems to solve. Social interfacing between sexes at certain ages may be considered taboo. Many new Canadians may not be able to afford services, even if they knew about them. It is a complex problem.

There is a strong need for an ethno cultural director within the department to survey the needs of these groups. A position such as this could effect a network of community groups, churches, doctors, lawyers, social clubs and individual contacts for these various segments. A network of translators would be a priority.

One way of reaching out to these new Canadians could be through festivals and/or religious special events. Hamilton already has them in abundance but they are not documented or co-ordinated through a central source.

Karnival, Carican, Greek Festival, Fiesta Racamulto, Caribbean Carnivale, Italian Carnival, Octoberfest, St. David's Day and there are many, many more.

By encouraging these festivals, especially if they are open to the general public, we will all learn more about our brother. What makes him happy, what is beautiful. What can he contribute to the Canadian mosaic. As the situation stands now, many of these groups feel isolated and from the isolation evolves feelings of discrimination. A case in point is the Portuguese who have been a fairly large ethnic group in Hamilton for over twenty years. It is only now that some of the younger ones are trying to get the community to open up so more Hamiltonians will understand them.

We cannot hope to sponsor every ethnic group that comes to city hall for help for their events so we should lay down some ground rules that create a level playing field for all.

Refers to Grants mainly

Some rules to consider:

- The applying group must represent the majority of the particular nationality represented
  ie: There are many Greek groups but the city will entertain only one grant request per year per cultural identity.

- The group must have an elected infrastructure with a president, vice president, secretary and treasurer.

- The group must have a permanent office or mailing address and have been in existence for period of not less than one year.

- Applicant will follow the grant application to the best of their ability and adhere to the guidelines therein.

- There will be three levels of grants for ethnic festivals. The levels will be based on the number of said nationality residing in Greater Hamilton (census).

  Level #1 - $1000 available once a year to applying ethnic group if they can identify 500 to 2000 persons of similar extraction

  #2 - $2000 available to group identifying 2000 to 5000 of similar extraction

  #3 - $3000 available to group identifying 5000 and more persons of similar extraction

In the case of multi-cultural festivals such as Carican, the amounts can be requested by the individual cultures and pooled for a better effect.

ie:	Dominica	$1000	Jamaica	$2000
	St. Lucia	$1000	Bermuda	$1000
	Trinidad & Tobago	$2000	etc.	

But in this case the money would go directly to the group and <u>not</u> to the central agency.

As none of the grants will exceed $5000, there will be no need for an expensive audit, however, a budget should be requested.

The grants would be acknowledged by the group in their publicity and be considered seed money. The city would not assume any other liability.

8.

THE GREAT FESTIVAL OF THE LAKES

A program designed to increase awareness about water pollution and to rekindle the public's vision and imagination for the Great Lakes in both Canada and the United States

Background: For a number of years groups on both sides of the border have been trying to develop a major binational activity to bring Great Lakes environmental issues to the widest possible public attention. Under this proposal the arts would be the medium to educate and galvanize public support and action in a summer-long Great Festival of the Lakes.

This is an extraordinary challenge and although at least three attempts have been made since the mid-1980's to create such a program, to date no concrete project has come to life.

It is to bring the considerable arts production experience of Cultural Support Services Inc., a Toronto-based company which has developed programs about mutual issues for both Canadians and Americans, that this fresh initiative is proposed.

The Aims: Simply put, the purpose of this project is to inspire the millions of people who inhabit the Great Lakes basin to think about the Lakes and then act upon what they discover needs to be accomplished.

The Festival can be a significant step towards building and sustaining the commitment of the public towards tackling the problems of water pollution. It can also contribute towards strengthening the political will to implement a clean-up program.

A successful project will help citizens of both countries to realise how vital the Lakes are to us all, and to identify ourselves, wherever we live around the Lakes, as one clear ecological community, regardless of political boundaries.

From this comes the potential to draw everyone together in a concert of action to revive our most important ecological resource: the Great Lakes.



The Medium: Our most dynamic creators - artists, playwrights, choreographers, actors, composers, sculptors, musicians - will be the key generators to conceive and develop any number of cultural expressions of what the Great Lakes have been, are, and can be.

A flotilla of boats and barges is currently envisaged as a common link, travelling to most of the major cities around the Great Lakes throughout the summer of 1994 and joining/supporting the locally organised activities. Each community will have its own ecological focus, in the tradition of the medieval fair, to which the arrival of the flotilla will bring additional energy, attention and excitement.

Some ideas: Specifically, the plans might include a Noah's Ark of the Great Lakes; a full steamer as a floating stage for outstanding presentations; individual performances (such as R. Murray Schafer's water opera, Princess of the Stars); a floating classroom for daily teaching situations, including issue-oriented dramas, for children; one boat transferred into an art gallery whose exhibition shows the Great Lakes as an inspiration over centuries for visual artists; the participation of the native peoples; history and historical sites around and under the Lakes; a floating theatre for movies and live stage productions.

There is no shortage of exciting ideas about what can be done through the arts to draw the public to the Lakes and to show the public its dependency, expectations, and responsibilities towards the Lakes.

In summary: The Festival will be an entertainment-oriented, participatory public awareness campaign using the arts as the lever to deal with a serious problem in an accessible way.

Since both Americans and Canadians are the stewards of the Great Lakes this project must be undertaken jointly by both countries - with as much equal collaboration as possible.

The need: At this point, the pressing need is to conduct a full examination to identify and shape the basic ingredient parts of the Festival: who will join in the project; how it can be

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most effectively produced and administered; what sources of support -private and public - can be found; how to develop a strong, binational Board of Directors and staff; a specific timetable of the steps towards a successful completion of the project; educational, marketing and promotional plans to parallel the cultural activities.

Such an examination should be underway immediately with its proposals documented by late 1991.

For further information, please contact:

John A. Miller
Cultural Support Services Inc.
206 Gerrard Street East
Toronto, Ontario
Canada M5A 2E6

tel: (416) 962-6200
fax: (416) 962-6201

May, 1991

ARTS & THE CITIES Annual General Mtg.
June 15/91

June 15, 1991

9a.

REPORT OF THE CO-PRESIDENTS

1. Mayor Morrow

Bonjour, chers collegues et partenaires en developpement des arts au niveau municipal. I will begin this report by giving the first portion of the first section. "Phase Five in Review."

During Phase V, the most important single activity launched and carried out by Arts and the Cities was undoubtedly the national meeting - ArtAction - hosted by Quebec City in May of 1990. This was the largest and best attended of all our national meetings and featured an unforgettable artistic presence in and around all the business meetings. In addition, and equally inspiring, the meeting featured a spectrum of workshops which provided the organization with challenges for years to come in specific areas of municipal arts development. In one important area - that of the data base - it signalled the end of premature efforts to provide comparative data - a kind of artistic Guide Michelin - capable of creating a set of ratings reflecting overall differences of support operating among our cities. Identified as more important was a comprehensive information/documentation/policy source service which would help all our cities advance to levels of support at which they would feel comfortable with comparisons. You have all read the report on the meeting so I won't impose any further recapitulation of its achievements on you. Suffice it to say we are all grateful to Quebec City, to Mayor L'Allier, to Councillor Leclerc and to Jacques Alméras

for the splendid effort they put forth, in collaboration with our professional staff from Toronto and Montréal, to bring together so many of our members, friends and colleagues and to make their all-too-few days in Quebec City so memorable.

2. Jean-Louis Roux

One of the highlights of 1990-91's Phase V has been the launching of the Edmund C. Bovey Series of Municipal Arts Clinics. First proposed shortly after the untimely passing of Mr. Bovey, the clinics programme began in February, 1991 in Boucherville with the topic "Art and Culture" and I myself had the pleasure of serving as animateur for the day. Josette Féral, the brilliant author of "La Culture Contre L'Art" served as keynote speaker and resource person and a stimulating and productive day was spent by all the fifty odd participants present. Out of this Clinic came many innovative suggestions, insights and a groundbreaking proposition to be debated at the next national meeting:

"The cities agree to make, as much as possible, the distinction in their budgets, resources, and administratives structures between cultural activity and artistic activity."

In March, a similarly successful clinic on "Public Art" held in Ottawa with a keynote address by Portland Oregon's renowned Eloise MacMurray attracted some 85 participants and produced similarly down-to-earth propositions for national debate:

(1) As a positive example to private developers, in addition to their inherent values, municipalities are urged to develop and implement "two percent of capital cost for art" policies applicable to all municipal development and redevelopment.

(2) In order to involve artists more as part of enriched design teams municipalities should act as facilitators in bringing together artists, architects, landscape architects, private developers and municipal officials in charge of public development and public art.

(3) Arts and the Cities should work to develop a list of Canadian cities having public art policies and programmes and make such lists available to Arts Inter Access, Canadian Artists Representation/Front des Artistes Canadiens, and other similarly interested organizations.

The Burnaby clinic held three weeks ago on the subject of Arts and Culture and keynoted by D. Paul Schafer, was attended by some 62 representatives of Western and B.C. cities and arts organizations and produced four thought-provoking propositions:

(1) Community Arts Councils and Parks and Recreation Departments should look for ways and means to work together to achieve community goals in the arts: Arts and the Cities should consult with CP/RA and provincial assemblies of arts councils to develop and put forward suggestions in this regard.

(2) Appropriate Provincial funding sources should consider strengthening the ability of Community Arts Councils, Community Arts Alliances and other similar bodies, to act as local funding agencies within the boundaries of their own jurisdictions.

(3) Municipal governments should accept as one primary goal of arts policy the development of mechanisms to ensure full and appropriate remuneration to artists and arts managers working in the non-profit arts sector within municipal jurisdictions.

(4) Arts and the Cities should consider ways and means of facilitating consideration by Provincial governments of the recently-passed Québec legislation respecting the status of the artist.

Now we are looking forward to three more clinics in the autumn - Windsor on the Status of the Artist, Trois Rivières on The Means of Action and the Initiatives of Cities versus the services offered to the Artistic Community, and Regina, with a topic to be announced. From the results and interest to date we can say confidently that the Clinics Programme is the single most popular and useful initiative yet launched by Arts and the Cities.

3. **Mayor Morrow**

During the year, in addition to the Clinics launch, regional activity increased in a number of ways:

- Regional meetings were held in Chicoutimi, Boucherville, Toronto and Regina.

- Planned regional meetings include Windsor, Saint John and Trois Rivières.

Apart from these, a number of exciting regional initiatives point the way to the future. Chief among these are the arts exchanges organized by Sherbrooke and Laval, which saw arts groups from the two cities exchange residencies and audiences for significant periods. In a similar context we note with pleasure Montréal's invitation to other Canadian cities to send artistic manifestations to Montréal as part of the 1992 celebrations.

In a further expansion of the base of support and credibility of Arts and the Cities, I am delighted to report that fifteen francophone arts organizations and nine anglophone organizations have already taken out paid-up memberships in Arts and the City, with several others on the verge of doing so.

In developing our Supporters membership we have taken an important first step with the founding of our Advisory Council which, to date, includes M. Joan Chalmers, Faye Armstrong, Reid Anderson, Bill Poole, Francois Colbert, Josette Féral, D. Paul Schafer, David Black, Michel Théroux, Andrea Alexander and G. Hamilton Southam. We look to them to assist us in devising ways and means to recruit the hundreds of arts-loving supporters we are certain will be willing to give their names, their energies and their resources to the cause of municipal arts development.

4. Jean-Louis Roux

In an era in which the only certainty is change, it is not surprising that certain changes have come about in the City membership of Arts and the Cities. During the year we were joined by Moncton and Windsor but lost - we hope only temporarily - London and Saskatoon. To counterbalance these, we have a number of expressions of interest from other cities. It may well be that our city membership will never be static. Nevertheless our continuing ambition is to increase our city membership to at least forty and to extend our services in particular to smaller cities whose need for collegial interchange of information and shared expertise may be perceived more strongly by them than by larger centres.

We are particularly pleased by the results of our Phase V fundraising which came very close, despite the recession, to achieving our goals for the year. Of the fundraising, approximately ninety percent was brought in by our Toronto office. Our ambition for Phase VI is to continue this

crucial national effort while strengthening the ability of the regions to contribute to an increased set of regional activities through fundraising on site. Of this, more later.

Finally, in closing the books on the past year I would like to thank the firm of Cossette Communications, who have contributed their expertise, and to the Future Committee, who have made good use of their guidance, under the leadership of Marie Leclerc, to begin charting a well-planned course for the future of Arts and the Cities. You will be hearing the Committee's Report in detail, so I will not pre-empt their prerogatives here. I will say however that, Mayor Morrow and I have worked in the knowledge of the Committee's explorations and deliberations in preparing the next section of this report which we call the Morrow-Roux Leadership Plan.

5. Mayor Morrow

The first application of the Plan, with your approval, will be during the Phase VI, 1991-92 year of operations.

Jean-Louis Roux and I have asked our new Treasurer, David Hilton, to prepare a budget, drawn up according to the guidelines proposed by the Board at its recent Ottawa meeting, which reflects our organization's intention to meet certain perceived needs which have developed as a result of our growth in aspirations and ambitions as an organization.

(1) We have asked Mr. Hilton to prepare a budget which would allow us to establish a modest but paid regional presence in British Columbia, in the West and in the Atlantic Region. Our intention in this regard is to build upon the tremendous success we have achieved in Québec through the regional services we have offered in that province.

(2) We have also asked Mr. Hilton to include in his budget a modest allocation to assist Board Members from provinces other than Ontario and Québec to attend board and other meetings, so as to enable the organization to avail itself at all times of the first-hand knowledge of its far flung directorship.

(3) We have asked the Treasurer to include in his accounts an allocation sufficient to permit the Toronto office to maintain a modest but efficient documentation/research centre capable of providing regular reports on matters of interest to our membership and responding to requests for hitherto available information.

(4) We have further requested the Treasurer to provide a budget which will enable the General Director to undertake a travel programme aimed at:

- solidifying our ongoing relationship with member-cities and others
- approaching non-member cities to consider joining us.

(5) We have asked that the highest possible budgetary priority be given to the continuation and intensification of the Clinics Programme.

(6) We have asked our General Director to give a further priority to the founding of a regular publication whose tentative title might be "Municipart", and which would contain articles by those associated with Arts and the Cities and its programmes and other authors of appropriate interest.

(7) In consultation with a significant number of board members, we have already approved the offer of a special 1/2c per capita first year membership fee, in order to induce new members to join, and have requested our General Director to devise a membership campaign, based on this offer, aimed at some 50 non-member cities across Canada.

(8) We have requested that the recruitment of anglophone arts organizations be intensified.

(9) We intend to ask all Board members and Advisory Council Members to assist in recruiting at least 100 supporter members, and to do so in such a way that all regions are reasonably represented in this sector of membership.

(10) We ask that board and professional staff work together to define, refine and articulate our menu of services to the advantage of members and in assistance of our recruiting efforts.

(11) We propose that the 1992 National Meeting be held in the West or or the Atlantic Provinces in order to demonstrate our organizational dedication to all parts of the country.

6. Jean-Louis Roux

Mayor Morrow has outlined to you the short-term consequences of the Roux-Morrow plan. I will, without further stealing the thunder of the Future Committee, touch upon the longer-term developments envisaged by our Plan:

(1) We are the pioneering organization in our field; we want to strengthen Arts and the Cities to the point where we become and remain the recognized Canadian leader in the field.

(2) We wish to offer a clarified, precise list of strengthened services which, at all times, respond to perceived needs in a timely, efficient manner.

(3) We wish to conduct a communications programme capable of putting us in touch with everyone who shares our dreams and intentions.

(4) We wish to develop a highly visible national and international profile as the authority on our jurisdiction and to support this profile by a distinguished, authoritative programme of publications.

(5) We wish to highlight outstanding examples of municipal/arts cooperation and interaction by the giving of awards. We foresee, for example, an annual or bi-annual awards ceremony held at the National Meeting under the patronage of the Governor-General and with the assistance of national corporate bodies. The planning of this awards event could be the responsibility of our Advisory Council.

(6) We wish to utilize our human network to develop, for example, the regional corporate support for necessary regional developments

(7) We wish to develop city-by-city "outposts" - artists, supporters, officials who work in situ to advance our policies.

(8) We wish to raise our total revenues to the point where our staff may be compensated fairly for all the work they will be doing on our behalf.

7. **Mayor Morrow**

Jean-Louis Roux and I submit this report and the leadership plan it contains for your consideration, critique, and support.

Finally, I am most pleased to report that Jean-Louis Roux has agreed to stay on with your approval - for an additional year as Co-President.

8. Jean-Louis Roux

And I, in turn, am most pleased to report that Mayor Morrow has agreed to do the same. I further note that there is an immediate need for consideration of the co-presidency succession .

9. Mayor Morrow

And with that, I will bring our report to a close and move its adoption.

10. Jean-Louis Roux

And I will happily second the motion. Thank you.

11. Mayor Morrow

Merci beaucoup!

"Extract - Presentation by Chuck Renaud (on his own behalf) to the Conference on Sustainable Development, 1991 June 15th"

9b

The arts advisory sub committee and its steering committee on art in public places will , in the near future,be presenting to parks and recreation a formal proposal for a public symposium.
This symposium would bring to Hamilton planners,support personal,and others from cities that have experienced severe job loss and inner city deterioration.cities such as Portland Oregon,,a city that was virtually dead and is now an exiting,vital area attracting tourists,industries and conventions from all over the united states and abroad Pittsburg anouther city that has turned itself around.
An old decaying railroad station ,due to be demolished, an inovative plan by the city..a hotel built around the tracks still in use,complete with old baggage carts in the lobby, horse drawn carriages out front,The rotunda a market area with restraunts,a bar and craft shops.
decaying waterfront areas in cities like Milwaukee,turned into tourist and people places
This symposium would include landscape designers,sculptors,artists,planners,neighborhood associations and more.We must learn from the past and look to the future...In 1965 Mr. Murry Jones,produced a plan for the city square project.This plan with its large courts,open squares and a theatre auditorium looking south to city hall was an inovative,perhaps before its time,combination of public and commercial spaces as well as parks and open areas.It would have provided spatial interaction between the downtown area and the suburbs.The final product was ,Isubmit, a far cry from the original proposal.
Therefore I feel that a symposium under the chairmanship of someone with the stature Lincoln Alexander along with leaders from the financial and industrial fields,encompassing all of the aforementioned elements, with as broad a perspective as possible, could provide a policy that future governments would feel obligated to respect. A policy that would understand the physical and natural envirement,the economy,social life,technology and cultural patterns and yet respect the past.
Inshort A BLUEPRINT FOR THE FUTURE>
p

9c

REPORT

PUBLIC ART SYMPOSIUM MEETING

FRIDAY, JUNE 21, 1991
9:00 A.M. - ROOM 204, CITY HALL

Present: Vladimir Matus
Karen Mills
Bob Mason
Cheryl York

Discussion was concentrated on the topics outlined in the previously circulated discussion paper (see attached). The following recommendations were made to form the basis of a formal proposal to obtain support for the project.

1) THEME: Public Art as a Catalyst for Economic Development

2) TITLE OF CONFERENCE: To be determined

3) OBJECTIVES:

3.1 As an educational exercise, to engage experienced speakers, experts in their fields, to inform the arts, business and political communities about public art.

3.2 As a marketing and promotional technique to present Hamilton as a community rich with potential for development - commercial and cultural.

4) FORMAT: Generally, a two-day conference featuring speakers, discussion groups, charettes, exhibitions and special performances.

Unique features include a temporary public art installation and, if the conference generates enough funds, a public artwork which will be a permanent legacy to Hamilton of the conference.

4.1 Collaborative Team Models - Panel discussions involving teams of artists and architects, artists and landscape architects, artists and urban designers, artists and developers. These participants would be living proof of successful partnerships.

4.2 Public Artists panel - Three experienced artists discuss the production of site specific art.

4.3 Charette and "Assignment" Section - Specific sites are identified and experts invited to formulate creative solutions to the challenges presented by these sites.

Suggested sites include Summers Lane, the escarpment, gateways to the city, and a dilapidated neighbourhood.

Information/Display exhibits feature working artists and other professional exhibitors who are available to meet and talk with participants on a more personal, less formal level.

4.4 Introductory cultural event - This will consist of a performance which addresses the issue of ethnically based perceptions of the urban environment. A possible event is the presentation of "The Sage", The Dancer and the Fool", a play by Thomson Highway which deals with First People's experiences as they move from life on reserves to life in major urban centres.

5) LOCATION OF CONFERENCE: The Art Gallery of Hamilton

6) HOSPITALITY: Opening banquet
Two luncheons
Coffee breaks

7) AUDIENCE: Invitations (500) to be sent throughout the Golden Horseshoe Region, including the United States. Expected attendance at least 200.

8) HONOURARY CO-CHAIRS: Mayor R. Morrow
Regional Chairman Whynott
Morgan Firestone

9) FEES:

Corporate	$350.00
Artists	25.00
Students	25.00

10) DATE: The suggestion is for **MARCH 1992.**

11) BUDGET: An estimated budget is to be prepared which will include
- administration
- facilities rental

- speakers' fees
- travel and accommodation
- food/beverage service
- printing and advertising
- rental of equipment
- entertainment
- contingency

Revenues will be based on funds from the corporate, private, and public sector, as well as participants' fees.

12) NEXT MEETING: Scheduled for Thursday, July 18 at 9:00 a.m., Room 233, City Hall.

Representatives from Economic Development Department to be invited.

Agenda will examine a time frame for making the project a reality.

Final proposal outline will be recommended.

CDY/cf
Attach.

91/06/21

FOR DISCUSSION

DRAFT OUTLINE: Hamilton Symposium on Public Art

Theme: Public Art and Economic Development

Objectives:

1) As an educational exercise, to engage experienced speakers from other cities to inform Hamilton's arts, business and political communities about the benefits of public art programmes.

2) As a marketing technique, to pave the way for the acceptance and support of a public art policy and programme by our city's leaders.

Format:

OPTION I

Standard three-day (Thursday, Friday, Saturday) conference at Convention Centre with

- workshops
- plenary sessions
- focus speakers
- trade show/exhibition/performance component

and featuring

- a charette
- a competition.

A summary statement or resolution will be approved which will allow the development of a future agenda and/or describe a commitment to action.

OPTION II

A two-day series of lectures combined with a charette and an exhibition.

Possible Dates:

May 1992
(as a special feature of Arts Awareness Month)

February 1992
(Hamilton as a "winter city" encourages a different set of perceptions and presents unique challenges in the design of its public spaces)

Participants:

Academics Authors Artists

Architects Landscape Architects

Urban Designers/Planners Developers

Consultants

Representatives of government, citizens' action groups, LACAC, ethnic communities, and others.

Organizations which may also be involved include the Federation of Canadian Municipalities, Arts and the Cities, professional associations of architects, planners, artists, developers, Hamilton's Mundialization Committee, McMaster Univ., Art Gallery of Hamilton, etc.

Additional levels of government to be approached: Department of Economic Development (Hamilton-Wentworth), Ministry of Culture and Communiciations.

Funding:

Each component of the event is separately sponsored.
It has been suggested that Union Gas may be a possible corporate sponsor.

9d.

Report to the Arts Advisory Sub-committee
RE: Grants Task Force Meeting
Tuesday, June 11, 1991
12 Noon
Hamilton Musicians' Guild Boardroom

Present: C. Renaud, Chair
J. Malseed
R. Mason

C. York

Regrets: C. Nemeth
L. Robinson

REVIEW PROCESS

Continuing to review the grants process, those present agreed that Hamilton's GRANTS POLICY and application form do not need any major changes. It was stressed that applicants must meet the criteria established in the policy and application form.

The chairman continued with comments that there must be more active liaison between the arts community and the Arts Advisory Sub-committee, that it must be an ongoing activity. It was suggested that members of the sub-committee attend events produced by arts grants recipients and be prepared to submit an assessment to the sub-committee.

RECOMMENDATION: That an arts organization which receives funding from the city be required to send two invitations to any event to the Arts Advisory Sub-committee;

that sub-committee members invite a council member to accompany them as guests.

RECOMMENDATION: That the Arts Advisory Sub-committee receive notice of the annual general meetings of all recipient organizations.

BACKGROUND: See items #2 and #5 of the sub-committee's mandate.

attachment (j)

Mr. Renaud suggested that "comments" from the Arts Advisory Sub-committee consist of an A/B/C/D classification for assessments:

A = essential
B = should be supported
C = developing
D = not up to standards

RECOMMENDATION: That overall funding for the arts, as expressed in the Grants Budget, be increased to meet grant requests according to the A/B/C/D classifications.

RECOMMENDATION: That a contingency fund be established within the Grants Budget to service ad hoc requirements during the fiscal year at 5% of the previous year's total arts allocations.

RECOMMENDATION: That the City increase its promotion of Hamilton's arts organizations and artists.

(For example: a "universal" festivals poster which lists all festival dates; to be produced annually)

ALSO SEE attachment (iv)

REVISION OF APPLICATION FORM

A number of revisions to the grants application form were discussed as follows:

- sub-committee to use an evaluation form based on that of the City of Edmonton

- a section should be added to our application form RE "Comparative Growth Figures" as per Edmonton's form attachment (ii)

- clarify/re-design section #1 D.

- revise section #4 : "How many volunteers participate in your organization on a weekly basis?"

"How many hours of work is contributed on average by volunteers each week?"

MY APOLOGIES TO THE CHAIR + MEMBERS
In my meeting notes I did not write the word down and I can't remember the discussion. Committee members could possibly assist.

- section #16 : change the word "financial" to read _____

- section #18 : substitute Section 6.0 of City of Regina's "Support Documentation" attachment (iii)

FURTHER WORK

At the next meeting of the Grants Review Task Force, the members will discuss the Appeals procedure and an appropriate schedule for grants application and review.

The meeting was adjourned at 2 p.m.

---

cdy

attach

Mandate - Arts Advisory Sub-Committee

(i)

1. To act in an advisory capacity to the Parks and Recreation Committee on the arts and on arts related matters.

2. To monitor and review on a regular basis the "Policy For The Arts" and to meet annually with the arts community for its input and information.

3. To administer the Hamilton Arts Award annually.

4. To provide an annual review regarding grants applications from arts organizations.

5. To liaise and communicate with other arts groups and agencies both within and outside of Hamilton in order to promote co-operative responses concerning arts issues and to encourage joint programmes where feasible.

6. To promote community-wide appreciation for and access to the arts.

(ii)

2. PLEASE PROVIDE COMPARATIVE GROWTH FIGURES FOR THE FOLLOWING:

CATEGORY	1988	1989	1990
MEMBERSHIP			
DONATIONS ($)			
VOLUNTEERS			
NUMBER OF PROGRAMS			

3. LIST ANY EVENTS HOSTED OR CO-SPONSORED BY YOUR ORGANIZATION THAT HAVE BROUGHT NATIONAL OR INTERNATIONAL RECOGNITION TO THE CITY OF EDMONTON.

NAME OF EVENT	NUMBER OF PARTICIPANTS OR PERFORMERS	NUMBER OF SPECTATORS

4. WHAT PERCENTAGE (%) OF YOUR ORGANIZATION'S ACTIVITIES OR SERVICES ARE IN THE FOLLOWING AREAS:

_____% MULTICULTURE

_____% EDUCATION

_____% HERITAGE LANGUAGE SERVICES/PROGRAMS

_____% E.S.L. (ENGLISH AS SECOND LANGUAGE)

_____% RECREATION

_____% ARTS

_____% IMMIGRANT AND SETTLEMENT SERVICES/PROGRAMS

_____% SOCIAL SERVICE PROGRAMS

_____% RELIGION

_____% OTHER (INDICATE TYPE/CATEGORY): _____

100 % TOTAL

4. The degree to which the project is publicly accessible.
5. The demonstrated ability of the applicant to carry out the project/activity.
6. The merit and ability of the artists involved in the project/activity.

5.0 APPLICATION PROCEDURES

5.1 As the Arts Commission normally meets monthly, Contingency Grants may be applied for at any time during the year. Approval will depend, among other criteria, upon the availability of funds at the time of application.

5.2 The general grant applications are reviewed by the Commissioners in May of each year; the recommendations are forwarded to City Council through the Parks and Recreation Board, usually in June. Applicants will be officially notified of the decision by the end of July.

5.3 Grant applications must be submitted to the Arts Commission post marked by Canada Post no later than April 1st.

5.4 Client organizations must use the specified application form available from the Community Services, Parks and Recreation Department, City of Regina. (See attached)

5.5 Client organizations are urged to prepare their applications with care. The application should be completed to provide sufficient information to assist the Commissioners to reach a decision.

Incomplete or inaccurate applications are likely to be rejected or deferred for clarification.

6.0 SUPPORT DOCUMENTATION

The following should be submitted with the application form:

6.1 List of executive officers (name, title, address, and telephone number).

6.2 List of employees (name, title, address, and telephone number).

6.3 Copy of the most recent annual report of the organization.

Copy of mandate filed with gov't when the organizaton applied for Incorporation.

(iii) The Applicant is affiliated with one or more recognized municipal, provincial, or federal governing bodies;

(iv) The Applicant has an open membership except for valid program factors (e.g. age).

(b) Multicultural

In reviewing, scoring and evaluating applications from multicultural Applicants, specific attention should also be paid to the following:

(i) The Applicant reaches out to Edmontonians to promote goodwill and understanding between itself, the community at large and other multicultural groups;

(ii) The Applicant provides and supports ethnocultural (including instructional) programs for its own community;

(iii) The Applicant's programs and activities enhance the life of the multicultural community in Edmonton and furthers the understanding of the multicultural nature of Canadian society.

(c) Arts

In reviewing, scoring and evaluating applications from arts Applicants, specific attention should also be paid to the following:

(i) The Applicant demonstrates growth in audience support and response;

(ii) The Applicant reaches beyond its membership in its activities and support;

(iii) The Applicant enjoys favourable peer recognition;

(iv) The Applicant's activities are supported, guided or directed by persons with accredited or professional qualifications or with relevant experience;

(v) The Applicant supports Edmonton based artists and performers.

THE CORPORATION OF THE CITY OF HAMILTON

GENERAL GRANT APPLICATION

(Rev. 12/90)

Each organization applying for a grant is required to complete this form annually and forward same to Mr. D. K. Beattie, Grants Co-ordinator, Treasury Department, City Hall, 71 Main Street West, Hamilton, L8N 3T4 (telephone 546-2739), together with their supporting information indicated.

THE DEADLINE FOR SUBMISSION IS EXTENDED TO JANUARY 31, 1991

THE GRANTING OF ASSISTANCE IN ANY ONE YEAR OR OVER SEVERAL YEARS IS NOT TO BE INTERPRETED AS A COMMITMENT TO FUTURE YEARS' FUNDING.

In the event that more space is required in replying to any question, please use a supplementary sheet and attach to the application.

A. **NAME, ADDRESS AND TELEPHONE NUMBER OF ORGANIZATION:**

LIAISON PERSON _____ PHONE NO. _____ (During Business Hours)

B. **AMOUNT OF GRANT REQUEST:** $ _____

C. **PURPOSE OF GRANT:** (Indicate)

_____ CONTINUING GENERAL ACTIVITIES (OPERATING)
_____ CAPITAL
_____ ONE TIME - SPECIFIC PURPOSE

D. **IF OPERATING GRANT, CALCULATE THE CITY'S CONTRIBUTION AS A PERCENTAGE OF YOUR TOTAL OPERATING BUDGET:**

	AMOUNT	%
- OPERATING BUDGET - NOT INCLUDING GRANT REQUEST.....$		
- CITY'S CONTRIBUTION (GRANT REQUEST).....$	_____	____
TOTAL OPERATING BUDGET	$ ========	100% ====

NOTE: In most cases the approved grant may be limited to a maximum of 25% of the total operating budget after the initial grant year. The total operating budget must include any relevant charges for City property rentals and cost recovery of services.

FOR CITY USE ONLY

RECOMMENDATION

*1) GRANTS REVIEW GROUP	2) FINANCE AND ADMINISTRATIVE COMMITTEE	3) APPEAL	4) CITY COUNCIL
$ _____	$ _____	$ _____	$ _____
CATEGORY ____	CATEGORY ____	CATEGORY ____	CATEGORY ____
DATE _____	DATE _____	DATE _____	DATE _____

GRANT PAYMENT

- UPON CITY COUNCIL APPROVAL	$_____	_____/_____ (date/cheque #
- OTHER DATE OR INSTALMENTS	$_____	_____/_____
	$_____	_____/_____
	$_____	_____/_____

*NOTE: Arts organizations' applications will be reviewed initially by the Arts Adviso Sub-Committee.

1. Provide a brief history of your organization (Constitution, Charter, By-laws) and indicate if it is incorporated as a non-profit or charitable organization. (NOTE: That to be eligible for a grant applicants must be in operation for at least one year.)

2. What are the general objectives and/or services of your organization?

3. Is there a local organization that provides similar services to those stated above. If yes, how are your services different from this other organization?

4. Do volunteers participate in your program?

   No____ Yes____ If yes, please indicate number of volunteers and number of volunteer hours of work contributed annually.

5. Is your organization local in nature or is it a branch or segment of a provincial or national organization?

6. Does your organization provide a service to:

	(Yes/No)
(a) All citizens	_____
(b) A specific group (which group; explain in detail below)	_____
(c) A specific area (which area; explain in detail below)	_____
(d) If (b) or (c) are yes, is participation at any function or event limited to your specific group/area explained below	_____

7. In what geographical area does your organization operate?

8. For what purpose are the requested grant funds to be utilized within your organization? Be specific. (Note: Funds will not be provided to offset costs representing the City at events outside of Hamilton.)

9. For what reason does your organization merit the use of public funds for the purpose indicated above?

10. a) Has the organization requested financial assistance in the last twelve months from other organizations, e.g. federal, Provincial, or Municipal Governments, Private Corporations, Foundations, etc? YES ____ NO __

If Yes, complete the following:

Date of Application	From Whom Requested	Amount Requested	Approved or Denied Amount

If No, please advise why other sources of funding have not been explored.

NOTE: YOU ARE ADVISED THAT CONSIDERATION WILL NOT BE GIVEN TO AN APPLICATION FOR FINANCIAL ASSISTANCE IF A SIMILAR APPLICATION HAS ALSO BEEN SUBMITTED TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND/OR AN ORGANIZATION THAT RECEIVES A SUBSIDIZED RENTAL RATE FOR USE OF A FACILITY OR FACILITIES UNDER THE JURISDICTION OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

b) Are any funds outlined above conditional upon City assistance. If yes, what are the ramifications of the City denying a Grant?

11. a) What other steps are being taken to increase revenues? Examples should be given such as increasing your membership or admission fees.

b) If your organization is experiencing a financial deficit situation, please explain and detail your plans for addressing the deficit.

12. Does this organization provide a service for which a charge is made? Some examples are admission fees, membership fees and rental charges. If answer is "yes", please detail your organization's admission fees, membership fees, rental charges and audience statistics.

13. a) Have you received Grant funding from the City in prior years? If so, when and how much?

Year	Requested Amount	Approved Amount
_____	$ _____	$ _____
_____	$ _____	$ _____
_____	$ _____	$ _____
_____	$ _____	$ _____

b) Have you received an Interest-free loan from the City? If yes provide details including amount of loan, repayment schedule, and outstanding balance.

14. What are your estimated grant requests from the City of Hamilton for the next three years (exclusive of the present grant application year)?

Year	Amount
_____	$ _____
_____	$ _____
_____	$ _____

THE GRANTING OF ASSISTANCE IN ANY ONE YEAR OR OVER SEVERAL YEARS IS NOT TO BE INTERPRETED AS A COMMITMENT TO FUTURE YEARS' FUNDING.

NOTE: An organization receiving a grant will NOT automatically qualify for continuing funding, and will be subject to annual evaluation.

15. What are the consequences to your organization of receiving no funding from the City of Hamilton?

16. What are your organization's plans for becoming more financially self-sufficient? If you do not foresee an increase in financial self-sufficiency, what are your organization's goals for the future (Please provide a five year financial plan)?

17. Please note successful applicants who receive a grant, subject to your availability and if requested by the City, will be expected to perform or otherwise provide your services at public functions or events, free of charge.

18. List the Executive Officers of your organization.

Name and Title	Address	Telephone Number Business	Home

19. To complete this application please provide financial statements (balance sheets and statement of revenues and expenditures) for the latest fiscal year end. In addition please provide an operating budget for the fiscal year end that is applicable to this grant request. To assist you in presenting this information are the attached forms: Exhibit 1 - Balance Sheet; Exhibit 2 - Statement of Revenues and Expenditures; Exhibit 3 - Details of Salaries and Benefits. **(Note: Any organization which has an approved City grant of $5,000 or more must supply an audited financial statement of their prior year's operations before any grant payments are made.)**

_____
Date

_____
Name and Title of Officer Making Application

_____
Signature of Officer Making Application

_____
Telphone Number

NOTE: I understand by signing this application that the City of Hamilton makes no commitment to the payment of any grant prior to final City Council approval. I also agree to submit a report including financial statements outlining the success of the organization and the allocation of grant monies.

THE DEADLINE FOR SUBMISSION IS EXTENDED TO JANUARY 31, 1991
GRANT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.
SEE LATE APPLICATIONS SECTION WITHIN THE GENERAL GRANT POLICY.

THE CORPORATION OF THE CITY OF HAMILTON
GENERAL GRANT APPLICATION

Exhibit 1
(12/90)

Balance Sheet
(all amounts to nearest dollar)

	Fiscal Year Ended	
	Current Year 19	Preceding Year 19
Assets		
Bank		
Accounts Receivable		
Investments		
Prepaid Expenses		
Equipment (net of depreciation)		
Building (net of depreciation)		
Other Assets - please specify		
Total Assets		
Liabilities		
Accounts Payable		
Bank Loan		
Deferred Revenue		
Other Liabilities - please specify		
Total Liabilities		
Surplus		
Total Liabilities and Surplus		

(Note: Any organization which has an approved City grant of $5,000 or more must supply an audited financial statement of their prior year's operations before any grant payments are made.)

THE CORPORATION OF THE CITY OF HAMILTON
GENERAL GRANT APPLICATION

Exhibit 2
(12/90)

STATEMENT OF REVENUES AND EXPENDITURES
(all amounts to nearest dollar)

Description (1)	Fiscal Year Ended: Current Year 19___ (2)	Fiscal Year Ended: Preceding Year 19___ (3)	Increase+ Decrease- over Preceding Fiscal Year: Amount (4)	% (5)
REVENUES				
Income (Specify)				
GRANT RECEIPTS				
Government of Canada				
Government of Ontario				
Other Municipalities (Specify)				
United Way Grants				
OTHER (Specify)				
TOTAL REVENUES				
EXPENDITURES				
Salaries and Benefits (detail on Exhibit 3)				
Other (Specify)				
TOTAL EXPENDITURES				
SURPLUS OR (DEFICIT)				

(Note: Any organization which has an approved City grant of $5,000 or more must supply an audited financial statement of their prior year's operations before any grant payments are made.)

THE CORPORATION OF THE CITY OF HAMILTON
GENERAL GRANT APPLICATION

Exhibit 3
(12/90)

DETAILS OF SALARIES AND BENEFITS
(as listed on Exhibit 2)

Name and Position (1)	Fiscal Year Ended: Current Year 19__ (2)	Fiscal Year Ended: Preceding Year 19__ (3)	Increase+ Decrease- over Preceding Fiscal Year: Amount (4)	% (5)
TOTAL SALARIES AND BENEFITS per Exhibit 2				

Ms. Pam Medland
Urban Municipal Collection
2nd Floor
Hamilton Public Library

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

TEL: 546-2700
FAX: 546-2095

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1991

1991 August 27

URBAN MUNIC L
AUG 26
GOVERNMENT DOCUMENTS

NOTICE OF MEETING

ARTS ADVISORY SUB-COMMITTEE

THURSDAY, 1991 SEPTEMBER 5
12:00 O'CLOCK NOON
ROOM 219, CITY HALL

C. J. Coutts, Secretary
Arts Advisory Sub-Committee

AGENDA

1. **WELCOME AND INTRODUCTION** (no copy)

   New Committee Member - Delores Prendergast.

2. **ADOPTION OF MINUTES**

   Minutes of the Meeting held 1991 July 4.

3. **CHAIRMAN'S REPORT** (no copy)

4. **ARTS CO-ORDINATOR'S REPORT** (no copy)

5. **DIRECTOR OF CULTURE AND RECREATION**

   (a) Final Draft - Special Events Paper - Comments Requested.

   (b) Lescarbot Awards - Nomination of Irving Zucker.

6. **STEERING COMMITTEE REPORTS**

   (a) Public Art Symposium Steering Committee - Minutes of Meeting held 1991 July 18.

   (b) Report of the Grants Task Force.

7. **OTHER BUSINESS**

8. **ADJOURNMENT**

OUTSTANDING LIST
ARTS ADVISORY SUB-COMMITTEE

ITEM	ORIGINAL DATE	ACTION	STATUS
(a) Discussion requested - clarify whether Arts Grants include multicultural activities & what role the Sub-Committee plays in multicultural activities. Should they be special events under the P&R Committee? (Janna Malseed)	1991 March 7	Grants Process Task Force	Report pending
(b) Ethno-Cultural Division, Culture and Recreation Department	Ongoing	Arts Co-Ordinator	Pending report
Task Force established to review the grants process in order to provide a more satisfactory input to the Grants Review Committee for the 1992 Art Grant applications.	1991 April 4	To Meet and Compile a Report	Pending report
West Avenue School Use	Ongoing	Director of Property	Pending report
Budget Process Report	1990 September	Arts Co-Ordinator	Pending report
Media and the Arts	1991 July 4	Peter Mandia to call meeting	Sub-Committee established to review and report back

August 26, 1991

2.

Thursday, 1991 July 4
12:00 o'clock Noon
Room 219, City Hall

The Arts Advisory Sub-Committee met.

There were present: Chuck Renaud, Chairman
Peter Mandia, Vice-Chairman
Alderman D. Wilson
Alderman M. Kiss
Vitek Wincza
Joe Gaul
Janna Malseed
Carmen Nemeth
Glen Mallory

Regrets: Lynda Morris
Liz Robinson - Maternity Leave
Bob Mason

Also present: Alderman T. Murray, Chairman,
Parks and Recreation Committee
Joan Rapsavage, Representative,
Parks and Recreation Advisory Sub-Committee
Bob Sugden, Director of Culture and Recreation
Dave Wilson, Hamilton Dance Festival
Susan K. Reeder, Secretary

1. MINUTES OF THE ARTS ADVISORY SUB-COMMITTEE MEETINGS:

The Sub-Committee was in receipt of the minutes of their meetings held Thursday, 1991 June 6 and Friday, 1991 June 26. One amendment was made to the minutes of June 26, on page 1, paragraph 2, the sentence should read "the City will be requested to contribute an amount of "$1,275.00" rather than the amount of "2,750.00" noted in the minutes.

The Sub-Committee then approved the amended minutes of the meetings held 1991 June 6, and 1991 June 26.

2. DELEGATION - DAVE WILSON, HAMILTON DANCE FESTIVAL.

The Sub-Committee was in receipt of the proposed Guidelines for the Adjudications and Gala 1991 for a Hamilton Dance Festival.

Mr. Dave Wilson, from McMaster University, referred to these Guidelines and provided an overview for members of the Sub-Committee. He indicated that while McMaster University is not particularly quoted as financially contributing, there is a substantial amount being contributed by them in their offering of staff, facilities and office equipment. He then outlined all of the various aspects contained in the Guidelines.

The Chairman advised that the funds for grants had been exhausted and discussion then ensued on where funds from the City would be derived.

Mr. Sugden indicated that funding could be through the Special Events Account contained within the Parks and Recreation Committee's Accounts.

The Sub-Committee then approved the following:

(a) That the proposed Hamilton Dance Festival Adjudications and Gala 1991 for the Hamilton-Wentworth Region, co-ordinated by the Department of Physical Education, McMaster University, with the support of the Hamilton-Region Arts Council and the Hamilton Ballet School, be endorsed; and,

(b) That the City of Hamilton provide a grant in the amount of $1,275.00 to support this Festival; and,

(c) That the funds for this grant be provided from Account No. CH55324 - 70005 within the Department of Culture and Recreation approved 1991 Budget.

Following the Sub-Committee's endorsement of the Hamilton Dance Festival, some suggestions were made to Mr. Wilson on his anticipated expenditures.

The Director of Culture and Recreation suggested that the co-ordinators could pursue the Employment Development Branch for funding of a co-ordinator to offset their costs.

3. CHAIRMAN'S REPORT

The Chairman advised that a special meeting was held on 1991 June 26, to discuss the Draft Report on Festivals. He commended the Manager of Cultural Services for the National Museum and Conference held in June. He also indicated that he had attended the Sustainable Development Conference on his own behalf and spoke for a 5 minute period on the Kirkendall Neighbourhood as well as the Arts Advisory activities.

The Chairman advised that the Tower Poetry Society of Dundas would be holding a dinner on 1991 October 26, at the Hillcrest to commemorate their 40th Anniversary. The Chairman requested that the Sub-Committee send congratulations to them on their 40 years of existence.

The Chairman also advised that he had sent away for a step-by-step guide for developing sponsorships offered to Arts Organizations and that he will bring it to a subsequent meeting upon its receipt.

The Chairman advised that letters of congratulations had gone out to Christine Hamilton for her recent awarding of the Elsie Award, as well as to Mr. David Martin on his re-election to the Hamilton Region Arts Council. The Chairman also advised that Parks and Recreation and subsequently City Council had approved the Sub-Committee's recommendation to request the Minister of Culture and Communications to appoint a Hamilton representative to the Ontario Arts Council.

The Chairman also advised that the next meeting of the Art in Public Places Steering Committee has been scheduled for Friday, 1991 July 26, 9:00 o'clock a.m., in Room 233, and that the notices for this meeting have been sent out.

The Chairman advised that he attended the Canada Day Festivals of Earth Song and Its-Your-Day on the previous week-end.

4. REPORT ON FESTIVALS

The Sub-Committee was in receipt of the Draft Report on Festivals dated 1991 April 15, which had been tabled and discussed at a special meeting. Mr. Bob Sugden, Director of Culture and Recreation was in attendance and provided background and the strategy for this report.

Mr. Peter Mandia asked for clarification and it was confirmed to him that Festivals will still come to the Arts Advisory Sub-Committee for comment on their artistic merit. Mr. Sugden indicated that this will be clarified in the Draft Report.

Following consideration of this Draft Report, the Sub-Committee agreed to endorse a Draft Report on Festivals, subject to the final review of the final draft.

The Director of Culture and Recreation also confirmed that the numbers quoted in the Draft Report will be deleted with respect to the size of Festivals and that instead the size of a Festival will be gauged by the number of booths, activities, etc. He also indicated that a listing of sites will be provided that could accommodate large sized festivals.

5. WEST AVENUE SCHOOL

The Director of Culture and Recreation advised that the Director of Property is intending to report in August to the various Committees on the proposed use of West Avenue School.

6. ETHNO-CULTURAL DIVISION, CULTURE AND RECREATION DEPARTMENT

The Sub-Committee was in receipt of a report prepared by the Sub-Committee established some time ago to review the need of an Ethno-Cultural Policy within the Culture and Recreation Department. Considerable discussion ensued on the need for such a Division and the whole area of multiculturalism and its liaison with Art. There was also some question on whether such a Division would require a new staff position and the Director of Culture and Recreation advised that this would be a new position on-line in 1992 at the earliest, which could be filled internally. He added that currently this type of work is done by the Special Events area of this Department.

The Sub-Committee then approved that the Arts Co-Ordinator be requested to report back to them on the interrelationship between multicultural art and the Arts Advisory Sub-Committee at its 1991 September meeting.

7. MEDIA AND THE ARTS

The Sub-Committee discussed the present coverage being given by the Hamilton Spectator with respect to Local Art Events and their disappointment in that kind of coverage. The Chairman suggested that perhaps at the up-coming Sub-Committee retreat, that the Media could be invited for a portion of that event in order to discuss this matter.

Mr. Vitek Wincza spoke specifically on his disappointment of the coverage of his recent event and the importance of critiquing to the Artists. He added that the NOW Section of the Spectator emphasis Toronto and Hollywood at the exclusion of local art.

It was suggested by Alderman Wilson that a meeting be set up with the Spectator Editorial Board to discuss the concerns of the Sub-Committee. It was also indicated by Peter Mandia that Art Groups need training in Media relations, i.e. How to issue Press Releases, etc. The Chairman also added that the Ministry of Culture and Communications could be requested for funds to do a Media portion of the Retreat. He also added that the Annual Meeting could include this subject matter.

Vitek Wincza stressed that there should be some academic input on the assets to the Arts of the integral part of critiquing by the Media for the Artists enhancement.

The Sub-Committee then established a Media and the Arts Sub-Committee to review this issue and report back to the Sub-Committee on possible recommendations to encourage the Media to participate more critiquely with local art. The Sub-Committee will be comprised of Peter Mandia, Chairman, Vitek Wincza, Alderman Kiss, Janna Malseed, and Chuck Renaud. It was indicated that all members of the Sub-Committee are invited to attend this meeting and it was left that Mr. Mandia would call a meeting and work through the Sub-Committee Secretary and establish a date, etc.

8. THE GREAT FESTIVALS OF THE LAKES (REQUEST FOR COMMENTS ON POSSIBLE WAYS THAT HAMILTON CAN PARTICIPATE)

The Sub-Committee was in receipt of material respecting the Great Festivals of the Lakes and the request contained therein for comment on possible ways that Hamilton could participate. The Sub-Committee reviewed this document and agreed to receive this information.

9. INFORMATION ITEMS

(a) Reports of the Co-Presidents, Annual General Meeting, Arts and the Cities, 1991 June 15th.

The Sub-Committee agreed to receive the above-noted report for information purposes.

(b) Extract - Presentation by Chuck Renaud (on his own behalf) to the Conference on Sustainable Development - 1991 June 15th.

The Sub-Committee agreed to receive this information.

(c) Report - Public Art Symposium Meeting - 1991 June 21st.

The Sub-Committee was in receipt of the minutes respecting the Public Art Symposium Meeting. The minutes indicate that the next meeting of this Committee will be held on Thursday, 1991 July 18, 9:00 o'clock a.m., Room 233, City Hall.

The Sub-Committee also approved the following:

> That the Public Art Symposium Format outlined in the minutes of the Symposium meeting held Friday, 1991 June 21, be endorsed.

(d) Report - Grants Process Task Force

The Sub-Committee was in receipt of the minutes of the last Grants Task Force meeting held on Tuesday, 1991 June 11. One amendment was made to add Mr. Vitek Wincza as present at that meeting.

The Committee agreed to hold their next meeting of this Task Force on Monday, 1991 July 29, at 1:00 o'clock p.m., in Room 219.

10. ADDED - PLAYERS GUILD AWARDS

The Chairman brought the Sub-Committee's attention to the recent winning of three Hamilton Players Guild's productions at the Community Theatre's Annual Awards Dinner and requested that a letter of congratulations be forwarded to them for this recognition.

11. ADDED - ARTS GROUPS MAILING LIST

The Sub-Committee agreed to request local Art Groups to add the Arts Advisory Sub-Committee to their mailing lists for information.

12. 20TH ANNIVERSARY - THEATRE ONTARIO

The Chairman advised that Theatre Ontario will be holding a reception to recognize their 20th Anniversary on Saturday, 1991 September 14, from 5:00 to 7:00 o'clock p.m., at the Warehouse Gallery, Ontario Crafts Council in Toronto. It was agreed that a letter of congratulations should be sent to them on their 20th Anniversary.

13. ADDED - REGULAR AUGUST MEETING

It was agreed that the regularly scheduled meeting of the Arts Advisory Sub-Committee for 1991 August 1, would be cancelled. The next meeting would be held on 1991 September 5.

14. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

Susan K. Reeder
Secretary
1991 July 4

5a

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

****

TO: Arts Advisory Committee
Hamilton Historical Board
City Solicitor
City Treasurer
Director of Public Works
Manager of Parks Division
Manager of Planning Division
Manager of Cultural Division
Manager of Recreational Division
Manager of Operations
Arts Co-ordinator
Special Events Co-ordinator

YOUR FILE:

FROM: Mr. Bob Sugden
Director of Culture and Recreation
Culture and Recreation Department

OUR FILE:
PHONE: 546-4614

SUBJECT: **Final Draft - Special Events Paper**

DATE: 1991 August 20

Please find attached the Final Draft of the Special Events Paper proceeding to the Parks and Recreation Committee in September.

May I request your final comments by **September 10th.**

BS:mp

c.c. Marie Powell, Administrative Assistant

Recommendations:

1. That the Special Events Policy Paper be adopted (**Attachment A**).

2. That the Special Events Application and Administrative Fee Schedule be adopted as follows:

Category 1	- $100.00 per event day of park use
Category 2	- $ 20.00 per event day of park use
Category 3	- Rental fees as applicable to sport facility

3. That a special events task force be appointed for an annual review of the Policy Paper and Fee Schedule. The task force term of office to be one year commencing January 1, with representation from the following committees:

   Two members of the Standing Committee
   Two members of the Arts Advisory Committee
   Two members of the Historical Board
   One member from two separate event organizing groups

   With staff support from the Special Events Advisory Team

4. That the base budget of those annual special events provided in the grants budget be transferred to the Special Events Budget.

Financial Implications:

Anticipated revenues at $1,600.00

Program Implication:

Streamlining of special events

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Background:

The Parks and Recreation Committee requested that the Director of Culture and Recreation prepare a complete report on festivals at its meeting of 1991, April 2.

The operation of festivals overlap with many community agencies, volunteer groups and other municipalities. Although preliminary information was presented to the Parks and Recreation in July, the extent of information sharing and gathering warranted both a six month review and the opportunity to test the proposals with those festivals focused May - September of this year.

Although the Committee specifically named "Festivals" as the thrust of the report most contributors had a preference towards a "Special Event" Report which includes festivals as a category of special events. Generally festivals lean towards arts programming but include elements of sport and/or recreation within the composite. It is for this reason we respectfully entitled the report and policy paper, "The City of Hamilton Policy Paper For Special Events."

The base budgets of special events and programs which occur and require seed funding support on an annual basis presently appear in two areas of the municipal budget.

Some appear in the Grants Budget of the Finance and Administration Committee and some appear under Special Events of the Parks and Recreation Committee's jurisdiction.

Those special events currently under the Grants Committee are planned immediately following the current years event, but face approvals which may be delayed until April of the next year. These approvals are stressful and often controversial. In most cases the festival is highly desirable and beneficial to our City's quality of life. Thus, it is generally highly desirable to place within a current departmental budget which will give equal and fair parameters to all special events. Once within a current budget it will be subject to the same mill rate increase determined by Council in the budget process.

Should a special event require special consideration in funding for a given year for a specific new purpose, it would be required to follow the grant request process applied to all year-to-year grant requesters.

Should a new special event which has received grants for three years be deemed an annual event it too could be determined best transferred to the current special events budget.

Under the current budget it would be supervised by the Special Events Co-ordinator and follow the financial requirements determined by the Treasurer as appropriate fiscal practices.

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Appreciation should be extended to the following committees/organizations for their responsible input into this document:

The Arts Advisory Committee
The Hamilton Historical Board
Hamilton-Wentworth Creative Arts
The Special Events Advisory Team (S.E.A.T.)

There was information provided by other groups and organizations to some degree. The staff support for this undertaking was particularly gratifying dealing with their areas of responsibility:

Shelley Merlo-Orzel	
Marilynn Havelka	
Jackie Turner	
Corky Secore	
Cheryl York	
Peter Booker	(Parks Division)
Dave Cowan	(Parks Division)
Kevin Beattie	(Treasury Department)

Three other Department Heads have provided resources and staff information which impacts special event programming:

Patrice Noé Johnson	(Law Department)
Edward Matthews	(Treasury Department)
Joe Pavelka	(Public Works)
Dan Vyce	(Property Department)

Similarly, comparative information was requested from other municipalities and provided an isolationist approach to what the standards and norms might be. We are appreciative to the response received from:

The City of Vancouver
The City of Windsor
The City of Mississauga
The City of Ottawa and The Capital Commission
The City of Calgary
And those municipalities listed on the attached survey report*

Corporation of the City of Hamilton
Parks and Recreation Committee
SPECIAL EVENTS POLICY PAPER (ADOPTED SEPTEMBER 1991)

PURPOSE

The Special Event Policy Paper has been developed to provide fair and equitable regulations for all special events. Organizers requesting approvals to operate special events within municipal jurisdiction and on municipal land would be required to be governed by the policy paper and all other city regulations.

PROCEDURES & GUIDELINES

(A) PROCESS

The procedural process commences with the completion of a special event application form, submitted to the Culture and Recreation Department Office three months prior to the event.

Similarly, a grant request must be submitted to the Treasury Department should municipal funds be required to organize and operate the program by January 1st or the published grant cut-off date.

Applications for street closures are made at the Police Department to receive Regional Engineering support and Regional Government approval.

Event organizers are requested to submit a letter of intent which defines the goals of the special events and the level of support anticipated for the special events success. This should include the contribution being made to the City of Hamilton by holding the special event. A clear financial forecast and budget process must be demonstrated.

Event Organizers requesting access to a historically recognized area must clearly show how the event will be regulated and will contribute to the historical interpretation of Hamilton and its people. Such requests must compliment the on-going access to the area and in no way impede visitation to the historical site.

As outlined further in this report the Hamilton Historical Board will review all applications and letters of intent requesting the use of a historically recognized area.

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The Department of Culture and Recreation - Special Event Co-ordinator will process the application and submit to the Special Events Advisory Team (S.E.A.T.). This team is comprised of staff members equipped to provide advice on all aspects of city requirements for any and all special events. These are:

Parks Division	Fire Department	Treasury
Police Department	Health Department	Engineering
Hamilton Street Railway	Noise Control	Hydro
Traffic		

With other agencies available for jurisdictional needs.

A meeting or series of meetings with the Event Organizers may be necessary depending on complexity.

The Event Organizers are requested to meet all S.E.A.T. requirements (90) ninety days prior to the event in order for a positive recommendation to be forwarded to the Parks and Recreation Committee for approval. The Director of Culture and Recreation will provide in this recommendation sufficient information for the Committee to appreciate the broad scale impact, the problems and the plus factors in historical background perspective. Similarly, the Director of Engineering Services will advise at the regional level.

Smaller events with limited impact to the surrounding community and not requiring licences or registration will be provided as Information Reports to the Committee.

Performers and entertainment program must be submitted to the Director of Culture and Recreation (30) thirty days prior to the event.

A representative on the S.E.A.T. Committee is required to ensure their respective department requirements can be met by the organizers. Approval/Non-Appprovals will be communicated to the event organizer prior to a recommendation being processed to Committee and Council.

(B) COVERAGE/COSTS

Public Liability Coverage of $2 million dollars may be required for events requiring risk management. The City of Hamilton USER GROUP POLICY will be extended to list the event organizers who will pay the premium fee for this inclusion. This fee will be determined by the level of the event and such factors as liquor permits and risk. There will be a variance between non-profit/community organizations and profit/commercial operations.

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An application and administrative fee according to Council approved schedule will be the responsibility of the applicant. The applicant will also be advised of applicable fees incurred by other Departments to safely stage the event. The applicable fees may be:

Rental/Administrative Charges
Policing Fees (Officers)
Inspection Fees (Hydro, Noise, Fire)
Security Costs
Hamilton Street Railway Re-Routing - Signage Costs, Additional Buses, Inspectors, And Advertising
Site Charges - Labour/Set-Up; Clean-Up Charges

Unless provided for by the departmental budget process.

In the case of the events that have not performed under sound fiscal management, the S.E.A.T. Committee will recommend advance payments.

All event organizers will be provided with event costs estimates three months prior to the event and may be administered within the municipal grant or by payment to the appropriate departments.

All conditions must be met before a support recommendation will be processed and where outstanding charges from a previous year have not been discharged, a supportive recommendation will not be issued. These conditions include meeting year end accounting and financial statements required by the City Treasurer.

(C) VENUES

Event Organizers may request a desired location for the event and will be required to ensure that this location provide amenities for public health and safety priorities.

These priorities are:

park size and designation
parking and Hamilton Street Railway accessibility
hydro, water, washrooms

SPECIAL CONSIDERATIONS

Park sites will be given designations which comply with neighbourhood, community or city wide usages.

Considerations will be given in determining if the special event fits the site designation.

FURTHER

Any park site with historical designation or recognition will be reviewed by the Hamilton Historical Board in a forum including a report from the Director of Culture and Recreation which will require approval by the Parks and Recreation Committee.

All venues must be amendable to:

Emergency Vehicle Deployment
Medical Facilities
Communication Facilities
Marshals and Modifiers
Signage and Chattels

These procedural guidelines are developed to improve the terms and conditions to facilitate the event organizers in providing a better more responsive special events serving the citizens of tourists to the City of Hamilton.

SPECIAL EVENTS CATEGORIES

Definitions

(1) **Category One Special Events** are principally festivals of the Arts/Culture which showcase programming for city residents and tourists. Non-municipal revenues may be derived from parking, sales of food, arts and crafts. Entertainment is provided as a consequence of the revenue/fundraising.

An independent board/committee structure is in place to manage the operation of the special event in a park setting.

(2) **Category Two Special Events** are principally community celebrations with a focus related to Recreation, Heritage, and community pride programming. Revenue is limited or non-existent. The organization will involve a citizens group and municipal staff.

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(3) **Category Three Special Events** are principally competitive games and sports. Revenue may be admissions and sales. The organization will be undertaken by a recognized civic sport club, agency, council or staff of the municipality.

For a listing of the current special events which fit these categories refer to Appendix A.

Further interpretation and assistance with a request to hold a special event may be obtained from the Special Events Co-ordinator of the Department of Culture and Recreation.

Any recommendations and suggestions to improve and upgrade these guidelines may be forwarded to the Director of Culture and Recreation.

SEASONAL SPECIAL EVENTS

Category One - **Festival of the Arts*** - **(Park Users)**
Organized By Independent Boards/Committees

- Earthsong
- Your Festival
- Festival of Friends
- Cari Can
- Aquafest

Category Two - **Community Events** - **(Park Users)**
Organized By Community Groups And Staff

- Winterfest
- Fit Day
- Fit-Trek
- Canada Day
- Microcosm
- Fun Days And Park Events
- Racalmutese
- Portuguese
- Dutch Festival
- Greek Fest
- Labour Day Parade
- New Year's Eve

Category Three - **Games And Sport Events** - **(Sport Facility Users)**
Organized By Community Groups And Staff

- Canusa Games
- Provincial Games
- National And International Games
- Sport Exchange Programs

Many other special events receive civic approvals and comply with municipal regulations but <u>are not</u> principal park users <u>nor</u> require civic support beyond co-ordination. Some of these are Music Games, Festitalia, Mardi Gras, Round the Bay Race, Grand Prix, St. Anthony of Padua, Octoberfest.

* Elements of sport - recreation may be marginally involved.

Hamilton Wentworth Regional Police Service

Application for:

- ☐ Temporary Street Closure
- ☐ Special Event / Festival
- ☐ Parade

Organization	Charitable Organization #
Agent	Address.

Telephone (Res)	Telephone (Bus)	Application Date	Signature	Officer and #

Type of Event

☐ Church Parade ☐ Military Parade ☐ Walkathon ☐ Race ☐ Street Closure ☐ Special Event / Festival

☐ Other (Specify)

Level of Special Event / Festival - see guidlines ☐ A ☐ B ☐ C

Number of Participants	Number of Bands	Number of Vehicles	Number of Floats	Others (Specify)

Function to Commence — Location — Date — Time

Function to Terminate — Location — Date — Time

Site Requested — Event Includes : ☐ Food ☐ Sound Amplification ☐ Liquor ☐ Street Closure

Route:

EVENT

Conditions: (1) Detailed map or site plan must be included with application.
(2) Level "A" application to be submitted 6 months prior to event.
Level "B" application to be submitted 3 months prior to event
Level "C" application to be submitted 6 weeks prior to event.

Official Use Only Below This Line

Traffic Sergeant Assigned:	Squad ☐ A ☐ B ☐ C ☐ D

Distribution: ☐ Engineering ☐ Culture and Recreation ☐ Police ☐ Fire Prev. ☐ H.S.R. ☐ Ontario Hydro
☐ Treasury ☐ Parks / Public Works ☐ Noise Control ☐ Health ☐ Ambulance Dispatch
☐ Go Transit ☐ Traffic Division - HWRPS ☐ City of Hamilton-Traffic Dept. ☐ Other (Specify)

D Towns.

Reviewed by:

Engineering	Culture & Recreation	Police

All applications are subject to approval by City and / or Regioanl Council

Street Closure 15

MUNICIPALITY	ALCOHOL PERMITTED IN PARKS	GUIDELINES WITH ALCOHOL	DESIGNATED PARKS	DEPOSIT/FEES	CLEAN-UP	BD. OF HEALTH
Guelph	No (except for ball tournaments)	Washrooms, fenced in, security	Only one park (located in residential area)	Deposit-none Rental-$25-$41 (depending on size) Fees-anything City sets up	City cleans (cost included in rental fee)	Organization makes contact
Halton Hills	Yes (need Council approval, and meet City's checklist)	Enclosed, washrooms, security	Specific Parks -criteria are residents, hydro, water and washroom proximities	Deposit-up to $5000 (depends on event) Rental-with admission fees $350-$600/day (depending on affiliation, residency) -no admission fees: $60 - $120 Fees-delivery of any rentals (tables, etc.)	Org. must clean up, if they don't, City will deduct amount from deposit	Organization makes contact
Hamilton	Yes (require Council resolution)	Normal LCBO standards and City requires public liability	Few parks (due to size and distance from residents). One park has pavillion (prefer groups with alcohol)	Deposit-none Rental-$3 for permit Fees-Org. charged for set-up of tables, snow-fencing, etc.	Org. is responsible, if not done, charged for City's time	Org. must make contact
Kingston	No	--	Depending on group size, go to the appropriate park for their needs	Deposit-none Rental-none Fee-$50/hour clean up charge	Org. is responsible, if not done, charged for City's time	Org. must make contact

MUNICIPALITY	ALCOHOL PERMITTED IN PARKS	GUIDELINES WITH ALCOHOL	DESIGNATED PARKS	DEPOSIT/FEES	CLEAN-UP	BD. OF HEALTH
Kitchener	Yes (need liquor permit and $100 over the rental fee)	Fenced in, washrooms, volunteer police	Victoria Park (due to its size)	Deposit-none Rental -1/2 day - $61 park and building -full day - $122 park and building -small area $50	City cleans up and bill Org.	Organization makes contact
London	Yes	-Normal LCBO rules -City hires an attendant to make sure licence guidelines are followed	Must be away from residential areas	Deposit-$1000 performance bond Rental-businesses charged 12 1/2% levy Fee-all expenses are deducted from bond	Organization is responsible If City does it, it takes it out of the bond	Organization makes contact
Mississauga	Yes (liquor permit and special event permit)	-snowfencing, insurance -Org. must contact the police	-only in large parks -if alcohol use, fenced in parks or away from residents	Deposit-$10 for key that opens hydro, water and bbq's Rental-none	The City is responsible for clean-up	Organization makes contact
Niagara Falls	Yes (liquor licence, Council approval, Parks and Rec approval)	enclosed, snowfencing, washrooms, security, water	For alcohol, try and stay away from residence	Deposit-none Rental-none Fee-maintenance fee of other facilities required (eg. ball diamond)	-Organization is responsible -If City cleans up the Org. is billed	Organization makes contact
North York	Yes (needs Council approval 90 days before)	LCBO guidelines and Org. needs to get security	1 park only due to its size	Deposit-none Rental-flat rate of $300 (covers hydro, water fencing, etc.)	-Organization is responsible -If not, City will clean up and bill them	-Org. makes contact -If joint venture with the City, City will make contact

MUNICIPALITY	ALCOHOL PERMITTED IN PARKS	GUIDELINES WITH ALCOHOL	DESIGNATED PARKS	DEPOSIT/FEES	CLEAN UP	BD. OF HEALTH
Oshawa	Yes (Org. must apply 3 months in advance, get O.K. from Community Service Committee	Enclosed, washrooms, insurance policy	With alcohol, only parks that are fenced in	Deposit-with alcohol $100 clean up (non-refundable) Rental-10% of net profit Fee-$15/day for hydro	Organization responsible, if not done, charged for City's time	-Organization must contact board
Ottawa	No (except extreme cases) -need a special occasion permit	Standard LCBO requirements	Specific parks depending on the size of the group	Deposit-none Rental-$2.50/parking space Fee-any extra expenses	City does usual clean-up, anything extra charged to the Organization	City contacts the Board, and tells them name and phone number of the organization
Sarnia	No (exception is baseball tournament)		Picnics allowed in specific parks (no alcohol in picnic areas)	Deposit-none Rental-$12.50 Fee-for snowfencing, or other City maintenance	The Org. and City clean up (no charge to Org.)	Organization must make the contact
St. Thomas	No		-only 2 parks suitable for picnic in the City -use covered pavillions	Deposit-none Rental-$20 (this covers water and hydro found at every pavillion)	Org. is responsible, if they don't, City cleans it up in their daily routine. Note: only propane bbq's allowed (no charcoal)	Organization must make the contact

MUNICIPALITY	ALCOHOL PERMITTED IN PARKS	GUIDELINES WITH ALCOHOL	DESIGNATED PARKS	DEPOSIT/FEES	CLEAN-UP	BD. OF HEALTH
Waterloo	Yes (copy of LCBO permit, million $ liability, designated driver policy)	Enclosed, washrooms, police, insurance	Use specific park (fenced in area, starting to construct a building)	Deposit-none Rental-none Fee-damage, extra clean-up	Organization responsible, if not done, charged for City's time	Organization makes contact
Windsor	Yes (need Council approval)	Windsor Beer Tent Operators/ Windsor Police Association Guidelines (ie. double snowfence, washrooms, security, etc.)	Specific parks (away from residences, prefer to use enclosed areas) Do not allow in picnic areas, or in small neighbourhood parks	Deposit-$500 damage Rental -Charitable Group $125/day -Non-Charitable Group $300/day -Picnic Area $20-$22 Fee-labour and rental of equipment	Organization responsible, if they don't, City will clean and deduct money from damage deposit	Organization makes contact
Woodstock	Yes (need liquor permit)	Need to be fenced in or have tent, washrooms (No security required)	Use largest park, as it has 2 pavillions	Deposit-none Rental-with alcohol $100 -without $11	Organization is responsible, if not done, charged for City's time	Organization makes contact

JW:cf
(C:PRKSCHRT)

5b

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 August 23

REPORT TO: Charlene Coutts, Secretary
Arts Advisory Committee

FROM: R. Sugden, Director
Culture & Recreation

SUBJECT: **THE ESCARBOT AWARD**

RECOMMENDATION:

That Mr. Irving Zucker be nominated by the Arts Advisory Sub-committee for a Department of Communications' **"Lescarbot Award"** as a respected and significant benefactor to the arts.

R. Sugden

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

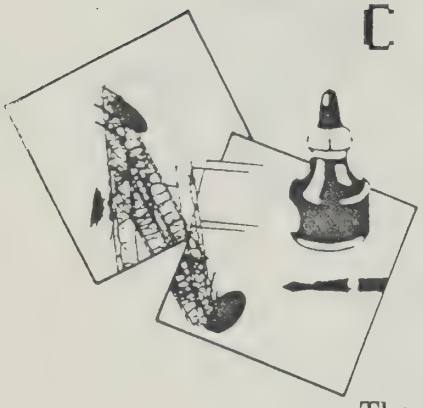
In June 1991, the Department of Communications announced the establishment of a new national awards programme. This programme will recognize both volunteers and benefactors in the community, regional and national arts sectors.

Mr. Zucker has been known in Hamilton and area for many years as an active arts supporter. Most recently he has been in negotiations with the Art Gallery of Hamilton regarding an important donation of sculptures. In addition it has just been announced that he has provided Theatre Aquarius with a most generous donation.

As a method of demonstrating Hamilton's appreciation for individual arts supporters without whom our arts community would not thrive, the new Lescarbot Award offers a welcome and prestigious opportunity.

A full description of the programme is attached for your reference.

Attachment



F A C T S H E E T F E U I L L E T D ' I N F O R M A T I O N

The Cultural Volunteer and Benefactor Recognition Program

1. Background

As part of the Government of Canada's efforts to support the cultural sector, the Department of Communications, on June 27, 1991, instituted the Cultural Volunteer and Benefactor Recognition Program, to be known as the "Lescarbot Award".

The purpose of the award is to pay tribute to all those Canadians who support our culture by doing volunteer work in cultural and artistic endeavours, and to recognize the merit of personal commitment to the community.

According to Statistics Canada data, there are some 213,000 volunteers in Canada's cultural industries, and their yearly efforts are valued at approximately $182 million. These volunteer workers, who account for approximately 35 per cent of all personnel in our museums, theatre companies, orchestras, dance groups and other organizations, represent only four per cent of all volunteers in Canada. When it comes to recruiting volunteers and benefactors, the leaders are religious institutions and sectors such as health, education, social services and sports.

The report of the Task Force on Funding of the Arts estimated that contributions from benefactors rose to more than $35 million in 1985, and that this figure should at least triple by the year 2000.

2. The Program, and How to Submit a Nomination

The Cultural Volunteer and Benefactor Program will attempt to reach as many cultural volunteers and benefactors as possible, in rural areas and small organizations as well as amongst those who have distinguished themselves on a national level. That is why there are three categories for the "Lescarbot Award": Canadian, regional and community. The nomination period will end October 31 each year. For the first two categories, sponsors should send their suggestions for nominees to the nearest Communications Canada regional office. For community awards, nominations should be sent to the office of the Member of Parliament for that riding.

a) Canadian Honour

The first component, called the "Canadian Honour", is for those who have made an outstanding and sustained contribution to the Canadian cultural sector for a period of at least 10 years. A Canada-wide committee, consisting of representatives from Communications Canada and non-government cultural agencies, will consider all nominations and make recommendations to the Minister of Communications. The two award winners, one volunteer and one benefactor, will each receive a trophy and a medal, as well as a pin and a certificate, in recognition of their contribution.

b) Regional Honour

The "Regional Honour" will be given to 30 Canadians who have shown outstanding dedication during the past year, and who have worked in the cultural sector for at least five years. Three volunteers and three benefactors per region (Atlantic, Ontario, Quebec, Central, Pacific) will be selected. Five regional committees consisting of representatives from Communications Canada and non-government cultural agencies will consider the nominations and make recommendations to the Minister of

Communications. Those selected will receive a medal, a pin and a certificate in recognition of their contribution to culture in their region.

c) **Community Honour**

The final category, called the "Community Honour", is for volunteers and benefactors from every community in Canada who have worked in the cultural sector for at least three years. In each federal electoral district, a selection committee will consider nominations and make recommendations to the MP. One volunteer and one benefactor per district are eligible to receive a pin and a certificate in recognition of their contribution.

The trophies, medals and pins awarded to the volunteers and benefactors were designed by Canadian artist Antoine Lamarche, of Montreal.

For more information about the Lescarbot Award, contact the nearest Communications Canada office.

Headquarters
Ghislaine Roy
300 Slater Street
Floor
Ottawa, Ontario
K1A 0C8
(613) 990-4837

Ontario
Jeanne Drouillard
55 St. Clair Avenue East, 9th

Toronto, Ontario
M4T 1M2
(416) 973-7175

Atlantic
Paul Soucy
Terminal Plaza Building
1222 Main Street, 7th Floor
P.O. Box 5090
Moncton, New Brunswick
E1C 8R2
(506) 851-3980

Central
Tim Hibbard
386 Broadway, Room 200
Winnipeg, Manitoba
R3C 3Y9
(204) 983-2967

Quebec
France Nadeau
715 Peel Street, 3rd Floor
Montreal, Quebec
H3C 4S2
(514) 496-5375

Pacific
Marguerite Gobeil
800 Burrard Street, Room 1700
Vancouver, British Columbia
V6Z 2J7
(604) 666-5428

- 30 -

FS-91-3805E

Marc Lescarbot

Lescarbot was born around 1570 in Vervins, Aisne, not far from the border with what was then known as the Spanish Netherlands. After classical studies, he pursued his education in literature, as well as Canon and Civil Law, and in fact decided upon a career in law. In 1599 he became a lawyer at the Parlement de Paris, frequented popular Parisian writers, and also made his mark through his own literary talents.

One of his legal clients, Jean de Biencourt de Poutrincourt et de Saint-Just, asked him to accompany him to Acadia, where Poutrincourt was to represent the Governor, Pierre Du Gua de Monts, as Lieutenant Governor. In the spring of 1606, Lescarbot agreed to go to New France. He left on May 13, 1606, and his ship reached Port-Royal in July.

In the early fall, Poutrincourt organized a voyage to explore the Atlantic coast southward to Florida in search of a better location for the small colony. To celebrate his return November 14, Lescarbot wrote a short play in verse called Le Théâtre de Neptune en la Nouvelle-France, which he then staged. It was the first theatrical production in New France and, no doubt, in North America.

In the winter of 1606-1607, Lescarbot was also instrumental in organizing the first gastronomic association in Canada. With Poutrincourt and Champlain, Lescarbot established the Ordre de Bon temps [Order of Good Cheer], which organized sumptuous banquets with an emphasis on decorum. On January 14, during an especially mild winter, Lescarbot the poet wrote: "We went to see the crops at a distance of two leagues from the fort and joyously dined in the sunshine."

In the spring of 1607, De Monts' commission was unfortunately revoked, and the inhabitants of Port-Royal had to pack their bags. Lescarbot returned to Paris, where he began to write a history of New France, which was first published in Paris in 1609. Several editions, including an English version, were later published.

Although Lescarbot never returned to New France, he always maintained his interest in what was happening there, and kept up contacts with some French residents of Acadia. He died in 1642.

6a

REPORT

Public Art Symposium Meeting

Thursday, July 18, 1991
9:00 a.m.
City Hall

PRESENT: C. Renaud, Chair, Arts Advisory Sub-committee
V. Matus, Planning Dept.
S. Galbraith, Economic Development Dept.
C. York, Arts Co-ordinator

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1) Mr. Renaud reported that he had been discussing the symposium project with many people in the community and that a great deal of interest had been expressed, notably by Mr. R. Reimer, Mr. G. Bullock and Mr. R. Wheeler. Perhaps these people would like to take an active role in the project.

2) Referring to the circulated report of the last meeting, some modifications were suggested:

2.1 DATE - Mr. Galbraith indicated that March is a poor conference month for a number of reasons. After some discussion, it was felt that April would be a better choice.

2.2 FEES - The new suggestion described a simple fee structure of (for example) $95.00 per participant for a two-day conference with a special rate for students. Artists could be registered at the student rate in an informal manner.

2.3 BUDGET - Working with the example of a $95.00 registration fee, two hundred participants would generate $19,000 in funding.
With a conference budget of $30,000, it would be necessary to raise $11,000 from other sources.

2.4 SPONSORS - Proctor & Gamble, Union Gas, and the Spectator were suggested as corporate sponsors. Provincial professional associations might also be interested in sponsorships.

2.5 REGIONAL IMPACT - The cities of the Hamilton-Wentworth region should be actively involved.

2.6 THEME - Changed to: "Public Art as a Catalyst for COMMUNITY Development".

2.7 LOCATION - The Hamilton Convention Centre and the Art Gallery of Hamilton.

2.8 HONOURARY CO-CHAIRS - Omit Mr. Firestone's name and substitute those of Lincoln Alexander and the chairmen of Union Gas and/or the CIBC.

2.9 ADMINISTRATION - It was suggested that we look into using the CENTREX company for the co-ordination of the project; the Economic Development Dept. has successfully used this service to organize events in the past.

3) The Economic Development Dept. will include the symposium in its marketing plan for 1992.
They will assist with marketing/promotion/funding.

4) The next step will be to prepare a one-page brief outlining the goals and parameters of the symposium to be circulated for information purposes. C. York to draft document to be presented at next meeting for amendments, approval.

5) NEXT MEETING:

Friday, July 26, 1991
10:30 a.m.
Room 219, City Hall

Agenda: - detail the focus of all sessions

- amend/approve the information brief

- other business as required

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cdy

26/08/91

6b

Report of the Grants Task Force

Meetings:

Task Force members met on April 18, June 11, and July 29, 1991 to examine the process for reviewing arts grants applications. Taken into consideration were the experiences of the 1990 and 1991 reviews as well as the policies of other cities such as Edmonton and Regina. A number of recommendations were produced to be considered by the Arts Advisory Sub-committee and the Grants Review Group.

Grants Review Group:

This group consists of senior Staff and the Grants Co-ordinator: Lou Sage, Chief Administrative Officer; Ed Matthews, City Treasurer; Robert Sugden, Director of the Department of Culture and Recreation; Kevin Beattie, Grants Co-ordinator. The recommendations of this group are forwarded to the Finance and Administration Committee.

Grants Task Force:

Membership consisted of Charles Renaud, Alderman Mary Kiss, Liz Robinson, Janna Malseed, Lynda Morris, Joan Rapsavage, Bob Mason, Vitek Wincza, and staff.

Statement:

Governments have recognized for decades that needs exist in communities which cannot be met through direct service provision by the departments of those governments. Non-profit organizations evolved in response to these gaps in service, broadly encompassing services for physical and mental health, sports and recreation, multicultural and social concerns, education and the arts. Funding partnerships were developed which often involved all three levels of government. In addition to government grants, funds for the operation and programmes of the non-profit sector have been obtained from small service fees, donations from the private and corporate sector,and special fundraising activities.

The non-profit sector also provides communities with opportunities for people to become directly involved, as volunteers, in improving the quality of life in their cities. In general, the non-profit sector is characterized by companies with small operating budgets, low service fees, limited - often inadequate - programmes, heavily reliant on volunteer support, and the annual petition of various levels of government for grants. With the provision of grants, governments require non-profit companies to meet specific standards in the quality of their operations and in their fiscal procedures.

For non-profit arts organizations, annual municipal grants are one

of the most visible signs of city governments' support for the arts. With weakened levels of support at the provincial and federal levels, local funding is crucial to the survival of Canadian culture. Municipalities are also the primary recipients of consumer spending generated by the activities of an arts community. The most recent survey of the economic impact factor associated with this region's arts industries indicates that it benefits from 64 million dollars worth of spending.

In addition to these reasons for municipal funding of cultural industries, it is in the best interest of the concept of sustainable development in our region that we encourage the entrenchment and the growth of these industries. The arts are indeed, as we approach the twenty-first century, a community investment rather than a luxury.

Recommendations:

1. That a deadline of October 31 be established for the receipt of completed grants applications at the Treasury Department.

2. That overall funding for the arts be increased annually at the rate of inflation.

3. That a contingency fund be established within the grants budget to service ad hoc requirements during the fiscal year at 5% of the previous year's total arts allocations.
   Staff note: This is contrary to current grants policy which requires that all applications meet one annual deadline.

4. That changes to the grants application form be considered as per the following:

   -a section should be added to our application form RE "Comparative Growth Figures" as per Edmonton's form (see attachment 4.1).

   -clarify/re-design section #1 D.

   -revise section #4: "How many volunteers participate in your organization on a weekly basis?"

   "How many hours of work is contributed on average by volunteers each week?"

   -section #16: change the word "financial".(Staff note: Minutes from the meeting where this recommendation were made do not fully explain the intent of the change, nor do they indicate what the word should be changed to.)

-section #18: substitute Edmonton's "Support Documentation" page (see 4.2).

5. That all grants application information is to be made available to the sub-committee (checked for completeness) no later than February 1;
That a three-week review period follows consisting of three meetings to (a) discuss and review forms submitted
(b) complete review
(c) draft final report.

6. That the Arts Advisory Sub-committee begin, in 1992, to assess all arts grants applications and make recommendations based on a classification system of each organization's operations as follows:

A = essential service
B = should be supported
C = a developing organization
D = encourage organization to apply next year

(Staff note: Another suggestion for classification:
A = high priority for funding
B = medium " " "
C = not up to standards)

7. That an arts organization which receives funding from the city be requested to send two invitations to any event to the Arts Advisory Sub-committee, and, if possible, encourage members of Council to attend.

8. That the Arts Advisory Sub-committee receive notice of the annual general meetings of all recipient organizations in order for a member of the sub-committee to attend.

9. That the Arts Advisory Sub-committee be notified in advance of the appeals schedule in order for members to be present as observers at the appropriate Finance and Administration Committee meetings.

Additional Background Information:

Please refer to the attached memorandums from the Secretary of the Finance and Administration Committee.

Edmonton

4.1

2. PLEASE PROVIDE COMPARATIVE GROWTH FIGURES FOR THE FOLLOWING:

CATEGORY	1988	1989	1990
MEMBERSHIP			
DONATIONS ($)			
VOLUNTEERS			
NUMBER OF PROGRAMS			

3. LIST ANY EVENTS HOSTED OR CO-SPONSORED BY YOUR ORGANIZATION THAT HAVE BROUGHT NATIONAL OR INTERNATIONAL RECOGNITION TO THE CITY OF EDMONTON.

NAME OF EVENT	NUMBER OF PARTICIPANTS OR PERFORMERS	NUMBER OF SPECTATORS

4. WHAT PERCENTAGE (%) OF YOUR ORGANIZATION'S ACTIVITIES OR SERVICES ARE IN THE FOLLOWING AREAS:

_____% MULTICULTURE

_____% EDUCATION

_____% HERITAGE LANGUAGE SERVICES/PROGRAMS

_____% E.S.L. (ENGLISH AS SECOND LANGUAGE)

_____% RECREATION

_____% ARTS

_____% IMMIGRANT AND SETTLEMENT SERVICES/PROGRAMS

_____% SOCIAL SERVICE PROGRAMS

_____% RELIGION

_____% OTHER (INDICATE TYPE/CATEGORY): _____

_____

_____

100 % TOTAL

MOST RECENT FINANCIAL STATEMENTS

PLEASE INCLUDE A COPY OF THE FINANCIAL STATEMENTS FOR YOUR MOST RECENTLY COMPLETED FINANCIAL OR FISCAL YEAR END. AUDITED STATEMENTS ARE PREFERRED BUT NOT REQUIRED. PLEASE INCLUDE ALL COVERING LETTERS AND NOTES FROM YOUR AUDITOR OR ACCOUNTANT. IDEALLY THESE STATEMENTS WOULD HAVE BEEN PRESENTED TO THE ORGANIZATION'S MEMBERSHIP AT AN ANNUAL GENERAL MEETING AND ACCEPTED BY A MOTION AT THAT MEETING.

AS A MINIMUM, THE STATEMENTS SHOULD INCLUDE A "STATEMENT OF RECEIPTS AND DISBURSEMENTS" (SUMMARIZING YOUR REVENUES AND EXPENSES FOR THE YEAR) AND A "BALANCE SHEET" (SUMMARIZING YOUR ORGANIZATION'S ASSETS, LIABILITIES AND SURPLUS OR DEFICIT AS OF YOUR YEAR-END).

IT IS IMPORTANT THAT FINANCIAL STATEMENTS ARE WRITTEN IN A CLEAR, LOGICAL AND UNDERSTANDABLE FORMAT. SUGGESTED FORMATS ARE AVAILABLE IN CASE YOU HAVE NOT PREPARED SUCH STATEMENTS IN THE PAST.

IF THE FISCAL YEAR-END INDICATED ON YOUR FINANCIAL STATEMENTS IS NOT WITHIN THE LAST 12 MONTHS YOU WILL BE EXPECTED TO PROVIDE UPDATED FINANCIAL INFORMATION ALONG WITH YOUR STATEMENTS.

IF YOUR FINANCIAL STATEMENTS ARE CURRENTLY UNDER PREPARATION DUE TO A VERY RECENT YEAR-END, PLEASE PROVIDE AN INTERIM STATEMENT, INDICATE WHEN THE FINAL STATEMENT WILL BE AVAILABLE, AND FORWARD A COPY OF THAT FINAL STATEMENT AS SOON AS IT IS AVAILABLE TO THE GRANTS SECTION, 5TH FLOOR, REVILLON BUILDING.

SINCE ORGANIZATIONS ELIGIBLE FOR GRANT-IN-AID AND C.R./C. OPERATING AND PLANNING COMPONENTS MUST HAVE BEEN REGISTERED AS A NON-PROFIT SOCIETY FOR ONE YEAR AS OF THE APPLICATION DEADLINE, FINANCIAL STATEMENTS SUBMITTED MUST COVER A FULL TWELVE MONTHS.

PLEASE CLEARLY LABEL ALL PAGES OF YOUR FINANCIAL STATEMENTS AS "ATTACHMENT II".

4.2(b)

BUDGET PROJECTIONS

FISCAL YEAR FROM _____ TO _____
M/D/Y M/D/Y

EARNED REVENUE

MEMBERSHIP FEES _____
SUBSCRIPTIONS _____
ADVERTISING _____
PROGRAM FEES _____
BINGOS (NET) _____
CASINOS (NET) _____
FACILITY RENTAL _____
OTHER: _____ _____

TOTAL EARNED REVENUE _____

GOVERNMENT REVENUE

FEDERAL: _____
EMPLOYMENT _____
CANADA COUNCIL _____
OTHER: _____ _____

PROVINCIAL:
EMPLOYMENT _____
C.R./C. _____
OTHER: _____ _____

MUNICIPAL:
GRANT-IN-AID _____
OTHER: _____ _____

TOTAL GOVERNMENT REVENUE _____

DONATED CASH REVENUE

INDIVIDUAL DONATIONS _____
CORPORATE DONATIONS _____
FOUNDATION GRANTS _____
OTHER: _____ _____

TOTAL DONATED CASH REVENUE _____

CASH SPONSORSHIP _____
INVESTMENT INTEREST _____
RESERVE: OPERATING _____
CAPITAL _____
OTHER: _____ _____

TOTAL PROJECTED REVENUE _____

EXPENDITURE

SALARIES AND BENEFITS _____
OFFICE OPERATIONS _____
RENT _____
TAXES _____
UTILITIES _____
MAINTENANCE _____
INSURANCE _____
SECURITY _____
TRAVEL COSTS _____
PRODUCTION COSTS _____
PROGRAM COSTS _____
OTHER: (SPECIFY) _____
_____
_____
_____
_____
_____
_____
_____
_____
_____

TOTAL PROJECTED EXPENDITURE _____

PROJECTED SURPLUS OR (DEFICIT) _____

PLEASE NOTE:

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Mr. K. Beattie
Grants Co-ordinator
Treasury Department

FROM: Mr. John Thompson, Secretary
Finance & Administration Committee — PHONE: 546-2747

SUBJECT: **GRANTS REVIEW PROCESS** — DATE: 1991 April 30

This memo is intended to serve as a reminder that the Finance and Administration Committee at its meeting held 1991 April 25, at the request of Alderman W. McCulloch, directed that the Grants Review Group undertake to review and recommend revisions to the General Grant Policies and report back in sufficient time for implementation in the 1992 budget process. Proposed revisions should reflect the following changes:

1. The administrative process for receiving grant applications to be implemented possibly a month earlier with the view to presenting a single global report to City Council on grant recommendations. This new procedure would then give City Council a total picture of all grant requests in order to allow for possible revisions to the recommended amounts by City Council. It would also provide an equal opportunity to all appellants in the grant appeal process.

2. Clarify the role of the Arts Advisory Sub-Committee such that comments submitted to the Grants Review Group do not refer to the level of funding of proposed grants.

   In this regard, a separate memorandum has been forwarded to the Arts Advisory Sub-Committee advising that their mandate and guidelines for the Arts Grants Consideration Process should clearly indicate that grant applications are reviewed on the basis of artistic merit only and should not address funding levels.

....2

3. Membership on the Arts Advisory Review Group should be limited to individuals who do not have a vested interest in securing a grant. This particular recommendation may also require a revision to the Application Review Process for Arts Grants of the Arts Advisory Sub-Committee.

c.c. Alderman B. Hinkley, Chairman, Finance and Administration Committee
Alderman W. McCulloch
Mr. L. Sage, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer
Mr. R. Sugden, Director, Culture and Recreation Department
Mrs. S. Reeder, Secretary, Arts Advisory Sub-Committee

ADDED

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

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TO:	Mrs. S. K. Reeder, Secretary Arts Advisory Sub-Committee	YOUR FILE:	
FROM:	Mr. John Thompson, Secretary Finance & Administration Committee	OUR FILE: PHONE:	 546-2747
SUBJECT:	**ARTS GRANTS: APPLICATION REVIEW PROCESS**	DATE:	1991 April 30

At its meeting held 1991 April 25 the Finance and Administration Committee discussed the present role and procedure of the Arts Advisory Committee for considering the Arts Grant Applications for submission of comments to the Grants Review Committee.

In discussion, direction was given that the Arts Advisory Sub-Committee be advised that the mandate and guidelines of the Arts Grants Consideration Process should clearly indicate that applications for grants are to be reviewed on the basis of artistic merit and that comments submitted to the Grants Review Group should not refer to the level of funding of proposed grants to the various arts organizations.

John Thompson

c.c. Alderman B. Hinkley, Chairman, Finance and Administration Committee
Alderman W. McCulloch
Alderman D. Wilson
Mr. L. Sage, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer
Mr. R. Sugden, Director, Culture and Recreation Department
Mr. K. Beattie, Grants Co-ordinator
Ms. C. York, Culture and Recreation Department

URBAN/MUNICIPAL
CA4 ON HBL A05
C51PIA 1991

Ms. Pam Medland
Urban Municipal Collection
2nd Floor
Hamilton Public Library

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

1991 October 1

URBAN MUNI
GOVERNMENT DOCUMENTS

NOTICE OF MEETING

ARTS ADVISORY SUB-COMMITTEE

THURSDAY, 1991 OCTOBER 10
12:00 O'CLOCK NOON
ROOM 219, CITY HALL

C. J. Coutts, Secretary
Arts Advisory Sub-Committee

AGENDA

1. **ADOPTION OF MINUTES**

   Minutes of the meeting held 1991 September 5.

2. **CHAIRMAN'S REPORT**

   Arts and the Cities - Ontario Regional Clinic and Meeting - 1991 October 26-27

3. **ARTS CO-ORDINATOR'S REPORT** (no copy)

4. **STEERING COMMITTEE REPORTS**

   Report of the Grants Task Force - 1991 August 26.

5. **SECRETARY, ARTS ADVISORY SUB-COMMITTEE**

1991 Public Meeting - Establish Date and Time.

6. **OTHER BUSINESS**

7. **ADJOURNMENT**

Thursday, 1991 September 5
12:00 o'clock noon
Room 219, City Hall

1

The Arts Advisory Sub-Committee met.

There were present: Mr. C. Renaud, Chairman
Alderman D. Wilson
Alderman M. Kiss
Ms. C. Nemeth
Ms. L. Morris
Mr. B. Mason
Ms. D. Prendergast
Mr. V. Wincza
Ms. J. Malseed

Regrets: Mr. P. Mandia, Vice-Chairman
Mr. G. Mallory
Ms. L. Robinson
Mr. J. Gaul

Also present: Mr. R. Sugden, Director of Culture and Recreation
Mrs. M. Havelka, Manager of Cultural Services,
Culture and Recreation Department
Ms. C. York, Arts Co-Ordinator
Ms. S. Johnson, Arts Program Organizer,
Culture and Recreation Department
Mr. D. Martin, President, Hamilton and Region Arts Council
Alderman D. Drury
Ms. C. Coutts, Secretary

1. WELCOME AND INTRODUCTION

New Committee Member and Staff

Mr. Chuck Renaud, Chairman, called the meeting to order and welcomed new Committee member, Ms. Delores Prendergast.

Ms. Cheryl York, Arts Co-Ordinator then introduced her new Assistant, Miss Sherry Johnson, Arts Program Organizer, who has accepted a two year contract position with the Department of Culture and Recreation to develop Arts Programming in Recreation Centres.

2. ADOPTION OF MINUTES

Minutes of the Meeting held 1991 July 4

The Sub-Committee was in receipt of the minutes of the meeting held 1991 July 4. These meetings were adopted as circulated.

3. CHAIRMAN'S REPORT

Mr. Chuck Renaud then presented the Chairman's Report and updated the Sub-Committee on a number of events that he has attended on behalf of the Arts Advisory Sub-Committee.

Mr. Renaud reported that several meetings of the Arts Awareness Month Steering Committee have been held and thanked all Sub-Committee members involved for their participation and input.

Mr. Renaud added that he has received a letter from the Regional Chairman's Task Force on Sustainable Development, advising that the Sustainable Development Final Report is now available through the Regional Chairman's Office.

Mr. Renaud further informed the Sub-Committee members that a Jazz Festival will be held on 1991 September 8, sponsored by the Bay Area Jazz Society, to be held at Dundurn Castle from 12:00 o'clock noon to 5:00 o'clock p.m. and encouraged Committee members to attend.

4. ARTS CO-ORDINATOR'S REPORT

Ms. Cheryl York, Arts Co-Ordinator, informed the Committee of a number of upcoming events, including the annual C.K.O.C. event opening tonight at the Art Gallery of Hamilton at 7:00 o'clock p.m., an upcoming exhibit at the Art Gallery of Hamilton featuring a display by David Martin, and an Art Auction by the Theatre Terra Nova on 1991 November 8. Committee members were encouraged to attend these events.

Ms. York further informed the Committee that the next Art in Public Places Steering Committee meeting will be held on 1991 September 30, and that it is hoped that a Draft Public Art Policy will be adopted at that time and will be made available to the full Committee.

5. DIRECTOR OF CULTURE AND RECREATION

(a) Final Draft - Special Events Paper

The Committee was in receipt of a report dated 1991 August 20, from the Director of Culture and Recreation, respecting a Final Draft of the Special Events Paper. The Committee reviewed the Report noting that final comments were required by 1991 September 10.

After some review, the following suggestions were made with respect to this report:

(a) Recommendation 2 which lists the Administrative Fee Schedule should clearly spell out what the fee is for and should note if additional charges may apply (i.e. garbage clean-up, etc.)

(b) With respect to Recommendation 3 which establishes a Special Events Task Force, the Committee felt that including one member from two separate event organizing groups would place these individuals in direct Conflict of Interest and suggests that this be investigated further.

(c) Suggestions were made that festival organizers when applying for a Temporary Street Closure Application should do so at least four (4) months prior to the date of the festival and that festival organizers be advised that proof of insurance must accompany the completed application form.

(d) Approval or non-approval of events should be given by the S.E.A.T. Committee at least 30 days before the event.

(e) Under "Special Events Categories" in your report, the definition of Category One Special Events should include that non-municipal revenues may be derived from beverages, souvenirs and programmes in addition to the items mentioned.

The Committee suggested that the independent Board/Committee established to manage the operation of the special event in a park setting, also be a non-profit charitable organization.

After some discussion, the Committee approved the following recommendation:

> That the aforementioned comments be forwarded to the Director of Culture and Recreation for consideration when preparing the Final Special Events Paper for submission to the Parks and Recreation Committee.

(b) Lescarbot Awards - Nomination of Irving Zucker

The Committee was in receipt of a report dated 1991 August 23, from the Director of Culture and Recreation, respecting the Lescarbot Award.

After some discussion the Committee approved the following recommendation:

> That Mr. Irving Zucker be nominated by the Arts Advisory Sub-Committee for a Department of Communications' Lescarbot Award as a respected and significant benefactor to the Arts.

The Committee endorsed this nomination in the Regional category, however, Committee members were asked to consider any volunteers or benefactors that should be nominated in the Community and Canadian Honours categories and that these nominations be brought forward and the next meeting.

6. STEERING COMMITTEE REPORTS

(a) Public Art Symposium Steering Committee

The Committee was in receipt of the minutes of the Public Art Symposium Steering Committee for its meeting held 1991 July 18, and Cheryl York, Arts Co-Ordinator asked Committee members interested in assisting with this Symposium to contact her to be part of an organizing Committee. After some discussion the Committee approved the following recommendation:

> That an Urban Art and Design Conference be held in conjunction with Arts Awareness Month.

(b) Report of the Grants Task Force

The Committee was in receipt of a Report of the Grants Task Force dated 1991 August 26, and the Committee reviewed the recommendations that were contained in the Report.

At that time, a quorum was lost and therefore only suggestions could be made and would have to be ratified at a future meeting when a quorum was present.

The Committee made the following suggested changes to the Grant Application Form:

(a) Number 16 on the Grants Application - the wording to be changed to: What is your Organization's Goals;

(b) Number 1.(D) on the Application Form should be sent to the Grants Review Group for clarification as this Section presently leaves some room for leeway by the Applicant;

(c) Attachment 4.2 (a) to the Grants Review Report - reference made to an audited statement should be changed to "audited statements are preferred but not required".

The Secretary was directed to place this matter on the next agenda.

Mr. Chuck Renaud added that the grant process and suggested changes to the application form will be brought forward at the Public Meeting to be held by the Committee.

7. OTHER BUSINESS

(a) Media and the Arts Committee

Under other business, the Committee was informed that Mr. Bob Mason will meet with Mr. Peter Mandia, respecting the Media and Arts Committee and Mr. Mason indicated an interest in serving on this Committee.

(b) Hamilton and Region Arts Council - Proposal to use West Avenue School

Mr. David Martin, President of the Hamilton and Region Arts Council, appeared before the Committee and advised the Committee that the Hamilton and Region Arts Council have submitted a proposal to use West Avenue School. Cheryl York, Arts Co-Ordinator informed the Committee that in speaking with the Director of Property, that a meeting will be held on 1991 September 18 with the Hamilton and Region Arts Council and the Social Planning and Research Council to discuss their proposals for the use of this property.

Mr. Martin then outlined the Arts Council's proposal to use this building as an Arts facility and asked the Committee for a letter supporting their proposal.

Mr. Chuck Renaud agreed to contact all Committee members not present at today's meeting, and to send a letter to Mr. Martin supporting the use of this building as an Arts facility.

(c) Next Meeting - Changed to 1991 October 10

Discussion then ensued on the next regular meeting of the Arts Advisory Sub-Committee and the Secretary informed the Committee that the next meeting scheduled for 1991 October 3, has been changed to 1991 October 10, at 12:00 o'clock noon, Room 219, City Hall, in light of the Governor General's visit that day,

8. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

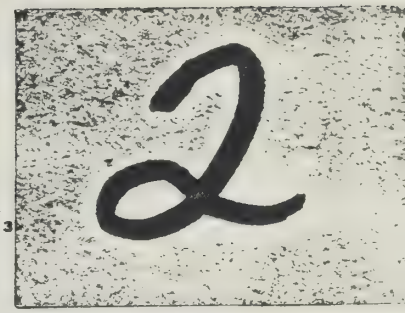
MR. CHUCK RENAUD, CHAIRMAN
ARTS ADVISORY SUB-COMMITTEE

C. J. Coutts
Secretary
1991 September 5

THE CORPORATION OF THE

CITY OF WINDSOR

JOHN A. MILLSON
MAYOR



TELEPHONE 255-6315
AREA CODE 519
FAX (519) 255-7796

EXECUTIVE OFFICE

September 19, 1991

Dear Colleague:

On behalf of the City of Windsor and Arts and the Cities, I would graciously urge your attendance and participation at the forthcoming Ontario Regional Clinic and Meeting of Arts and the Cities on October 26 and 27, 1991.

We in Windsor are particularly conscious of the need for concerted municipal understanding and support for the arts, and are most pleased for the opportunity to host these upcoming events. As you are well aware, the pattern of federal devolution of funding and responsibility in many areas of our Canadian lifestyle and services has slated the arts as its next target. The enclosed materials indicate how the agendas and discussion will touch on this crucial topic, and I would ask that you carefully consider how the topics offered will assist you in dealing with your own community development needs in both a local and national context.

You may remember this community's response to the 1990 CBC cuts. Believe me, that example of Windsor spirit shows our community's commitment to a truly Canadian future. We intend to make your visit both exciting and edifying.

Please join us.

Sincerely,

John Millson

John Millson
Mayor

LES ARTS ET LA VILLE
AND THE CITIES
1600, rue Berri, Suite 3016, Montréal, Québec H2L 4E4 (514) 848-9955
125 Dupont Street, Toronto, Ontario M5R 1V4 (416) 924-2799

ONTARIO REGIONAL MEETING
OF ARTS AND THE CITIES

WILLISTEAD MANOR
1899 Niagara Street (at Kildere)
Walkerville, Windsor
Tel: (519) 255-6545

Sunday, October 27, 1991
9:30 am - 4:00 pm

A G E N D A

1. Coffee
2. Welcome and Introductions
3. Topics for future Clinics
4. Input from Artists
   - What do they want from Arts and the Cities?
   - How can they integrate more into the organization?
5. Increasing membership: cities/arts organizations/arts supporters

   <u>Outpost Establishment</u>
6. Keith Kelly, CCA Executive Director on:

   Devolution - A Viable Option?

12:30 - 1:30 pm
Lunch hosted by the City of Windsor

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7. Discussion Period: Devolution
8. Other Arts and the Cities Projects:
   - Day of the Artist
   - Artist Exchanges
   - Information/
   - Communication Centre
   - Expanded Newsletter
9. Future Planning
10. Activity reports from member cities and arts organizations in Ontario and other regions
11. Other Business
12. Date and Place of next Regional Meeting
13. Adjournment

WINDSOR, ONTARIO
SATURDAY, SUNDAY, OCTOBER 26 AND 27, 1991

CLINIC AND REGIONAL MEETING

TRAVEL AND ACCOMMODATION INFORMATION

TRAVEL INFORMATION

Via Rail schedules and fares:

Toronto/Windsor

(7 days/week)	Departure	Arrival
	9:05 am	1:35 pm
	1:00 pm	5:25 pm
	4:30 pm	8:55 pm
	7:00 pm	11:35 pm

Windsor/Toronto

	Departure	Arrival
Monday through Friday	9:50 am	2:20 am
Monday + Friday + Sunday	11:40 am	4:00 pm
Daily	2:30 pm	6:50 pm
Daily	5:25 pm	9:50 pm

Full Fare = $102 return + taxes

Reduced Fare (40% off if not travelling on a Friday, Sunday or on Statutory holidays and if ticket purchased 5 days in advance)
▶ = $62 return + taxes

See reverse for Hotel information

HOTEL INFORMATION

A block of rooms are being held at three Windsor hotels for Friday, October 25 and Saturday, October 26. Although rooms have been held only for those days, the hotels have informed us that the availability of rooms over the Sunday will not be a problem for those who wish to stay over on that day. You must make your reservation directly with the hotel of your choice. When calling, instruct the hotel reception that you wish to book a single or double room under the Arts and the Cities group.

We advise you to book your accommodation immediately as a number of events will be taking place over the same weekend as the Clinic and Regional Meeting. Hotel rooms will be scarce after the cut-off dates as indicated below.

Compri Hotel (519) 997-9777
333 Riverside Drive West

Single or double: $65.00 per night (taxes are not included).

The rate includes full breakfast, evening hors-d'oeuvres, late night snacks and complimentary 24-hour coffee or tea and fruit.

Bloc of rooms: **40** Cut-off date: **October 11**
Check-in time: 3:00 pm
Check-out time: 1:00 pm

Relax Inn Plaza (1) (519) 258-7774
33 Riverside Drive East

Single: $49.00 (taxes are not included)
Double: $53.00 (taxes are not included)

Block of rooms: **25** Cut-off date: **October 13**

Relax Inn (2) (519) 972-1100
2330 Huron Church Road West

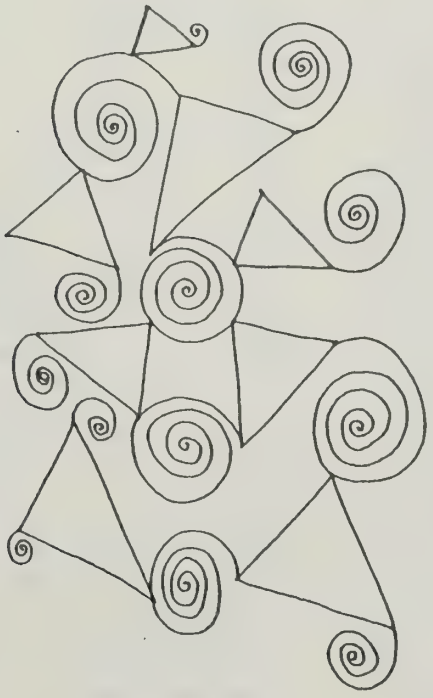
Single: $51.95 (taxes are not included)
Double: $59.95 (taxes are not included)

The rate includes morning coffee, tea and donuts. The inn does not have a restaurant.

Block of rooms: **40** Cut-off date: **October 15**

Note:
The first two hotels listed above are within close proximity of the Capitol Arts Centre where the Clinic is being held.

CONTACT:
MERRY ELLEN SCULLY MOSNA
CLINIC COORDINATOR
at
1-519-255-6167
FAX: 1-519-255-7990*



Le rapport de la clinique est disponsible sur demande au (416) 924-2799.

PROGRAM

9AM Welcome & Introduction:
1) Municipal representative
ARTS & THE CITIES
2) Facilitator
Merry Ellen Scully Mosna
Arts Cultural Officer
3) Introduction of Speaker
Tom Hendry
Policy Consultant
Arts and the Cities

9:20 SPEAKER
D. PAUL SCHAFER
Review of Program
Opening Statement

9:30 The Case for the Arts in a Municipal Context

10:30 Break

10:50 Panel & Discussion

12:00 Lunch & Tour of AGW
Art Gallery of Windsor Restaurant*

1:30 Background on Arts and the Cities
- Judith C. Hendry, Director General

2:00 Process of Arts Policy Making

3:40 Break

4:00 Discussion

5:00 Wrapup/recommendations
from the Clinic

*Please Note: Lunch is not included in registration fee. Menu available for preview.

Parks & Rec WINDSOR

ET LA VILLE LES ARTS AND THE CITIES

are pleased to present

AN EDMUND C. BOVEY CLINIC

"MUNICIPAL ARTS & CULTURAL POLICY"

SATURDAY, OCTOBER 26, 1991
9AM TO 6 PM

CAPITOL ARTS CENTRE
121 UNIVERSITY AVE. W.
WINDSOR, ONTARIO



Parks & Rec WINDSOR

ET LA VILLE LES ARTS AND THE CITIES

PRESENT
AN EDMUND C. BOVEY CLINIC

MUNICIPAL ARTS & CULTURAL POLICY

OCTOBER 26, 1991

CAPITOL ARTS CENTRE
121 UNIVERSITY AVE. W.
WINDSOR, ONTARIO

Why is it important for municipalities to support the arts?

How do you define "the arts" and "culture" in a municipal context.

Who does what in creating a policy and implementing it?

What is the role of arts policy in municipal planning?

REGISTRATION FORM

EDMUND C. BOVEY CLINIC
"MUNICIPAL ARTS
& CULTURAL POLICY"
OCTOBER 26, 1991
AT THE
ARTS COUNCIL - WINDSOR & REGION
CAPITOL ARTS CENTRE

Name:_____
Title:_____
Address:
_____
_____
Representing:
_____
Telephone:
work:_____
home:_____

Fee enclosed: _____

____ Member City (Free)
____ Individual $____
____ Artist $____

Please make cheque payable to:
"ARTS and THE CITIES"
I will attend the Regional Meeting ____

Return this form with payment to:
WINDSOR PARKS & RECREATION
ARTS & THE CITIES CLINIC]
By October 18, 1991

2450 McDougall Avenue
Windsor, Ontario
N8X 3N6
(If no postal service, fax reservations at 255-7990)

INFORMATION

Registration information is available from:
Merry Ellen Scully Mosna, Clinic Coordinator
at 1-519-255-6167
FAX: (519) 255-7990
Windsor Parks & Recreation
2450 McDougall Avenue
Windsor, Ontario N8X 3N6

Enrolment is limited; please register early using the enclosed forms.

ARTS and THE CITIES and
THE CITY OF WINDSOR
present
AN EDMUND C. BOVEY CLINIC

"MUNICIPAL ARTS &
CULTURAL POLICY"

SATURDAY, OCTOBER 26, 1991
9AM TO 6PM
ARTS COUNCIL - WINDSOR & REGION
CAPITOL ARTS CENTRE
121 UNIVERSITY AVE W.
WINDSOR, ONTARIO

FEES:

Member Cities of Arts and the Cities	No Charge
Individuals	$50.00 + G.S.T.
Artists (members of PACT, CARFAC, CARO, OFSO, Actors' Equity, Dance in Canada, Canadian Music Centre, Periodical Writers Assoc., Theatre Ontario (limit 5 FREE mbrs)	$25.00 + G.S.T.
	No Charge

WHO SHOULD ATTEND?

Cultural Administrators

Municipal Planners

Parks Commissioners

Artists

Patrons

Elected Officials and

the General Public

INTERESTED?

Come, participate in this Ontario Clinic, part of a series being presented by Arts and the Cities, a national organization concerned with the arts at the municipal level.

Meet your colleagues and share ideas and experiences. Check your perspectives with our guest speaker, and expand your network of support.

Regional Arts and the Cities Member Meeting to be held Sunday, October 27, 1991. Agenda available, Observers Welcome. Please indicate on registration form if you plan to attend.

Hotel accomodation
Information and a map enclosed.

SPEAKER

D. Paul Schafer is currently a professor in Arts Administration at the University of Toronto. Professor Schafer has extensive experience in arts policy development at all levels of government and has participated in several international projects related to cultural issues.



We gratefully acknowledge the sponsorship & support of the Arts Council - Windsor and Region.

26/08/91

4

Report of the Grants Task Force

Meetings:

Task Force members met on April 18, June 11, and July 29, 1991 to examine the process for reviewing arts grants applications. Taken into consideration were the experiences of the 1990 and 1991 reviews as well as the policies of other cities such as Edmonton and Regina. A number of recommendations were produced to be considered by the Arts Advisory Sub-committee and the Grants Review Group.

Grants Review Group:

This group consists of senior Staff and the Grants Co-ordinator: Lou Sage, Chief Administrative Officer; Ed Matthews, City Treasurer; Robert Sugden, Director of the Department of Culture and Recreation; Kevin Beattie, Grants Co-ordinator. The recommendations of this group are forwarded to the Finance and Administration Committee.

Grants Task Force:

Membership consisted of Charles Renaud, Alderman Mary Kiss, Liz Robinson, Janna Malseed, Lynda Morris, Joan Rapsavage, Bob Mason, Vitek Wincza, and staff.

Statement:

Governments have recognized for decades that needs exist in communities which cannot be met through direct service provision by the departments of those governments. Non-profit organizations evolved in response to these gaps in service, broadly encompassing services for physical and mental health, sports and recreation, multicultural and social concerns, education and the arts. Funding partnerships were developed which often involved all three levels of government. In addition to government grants, funds for the operation and programmes of the non-profit sector have been obtained from small service fees, donations from the private and corporate sector,and special fundraising activities.

The non-profit sector also provides communities with opportunities for people to become directly involved, as volunteers, in improving the quality of life in their cities. In general, the non-profit sector is characterized by companies with small operating budgets, low service fees, limited - often inadequate - programmes, heavily reliant on volunteer support, and the annual petition of various levels of government for grants. With the provision of grants, governments require non-profit companies to meet specific standards in the quality of their operations and in their fiscal procedures.

For non-profit arts organizations, annual municipal grants are one

of the most visible signs of city governments' support for the arts. With weakened levels of support at the provincial and federal levels, local funding is crucial to the survival of Canadian culture. Municipalities are also the primary recipients of consumer spending generated by the activities of an arts community. The most recent survey of the economic impact factor associated with this region's arts industries indicates that it benefits from 64 million dollars worth of spending.

In addition to these reasons for municipal funding of cultural industries, it is in the best interest of the concept of sustainable development in our region that we encourage the entrenchment and the growth of these industries. The arts are indeed, as we approach the twenty-first century, a community investment rather than a luxury.

Recommendations:

1. That a deadline of October 31 be established for the receipt of completed grants applications at the Treasury Department.

2. That overall funding for the arts be increased annually at the rate of inflation.

3. That a contingency fund be established within the grants budget to service ad hoc requirements during the fiscal year at 5% of the previous year's total arts allocations.
   Staff note: This is contrary to current grants policy which requires that all applications meet one annual deadline.

4. That changes to the grants application form be considered as per the following:

   -a section should be added to our application form RE "Comparative Growth Figures" as per Edmonton's form (see attachment 4.1).

   -clarify/re-design section #1 D.

   -revise section #4: "How many volunteers participate in your organization on a weekly basis?"

   "How many hours of work is contributed on average by volunteers each week?"

   -section #16: change the word "financial".(Staff note: Minutes from the meeting where this recommendation were made do not fully explain the intent of the change, nor do they indicate what the word should be changed to.)

-section #18: substitute Edmonton's "Support Documentation" page (see 4.2).

5. That all grants application information is to be made available to the sub-committee (checked for completeness) no later than February 1;
That a three-week review period follows consisting of three meetings to (a) discuss and review forms submitted
(b) complete review
(c) draft final report.

6. That the Arts Advisory Sub-committee begin, in 1992, to assess all arts grants applications and make recommendations based on a classification system of each organization's operations as follows:

A = essential service
B = should be supported
C = a developing organization
D = encourage organization to apply next year

(Staff note: Another suggestion for classification:
A = high priority for funding
B = medium " " "
C = not up to standards)

7. That an arts organization which receives funding from the city be requested to send two invitations to any event to the Arts Advisory Sub-committee, and, if possible, encourage members of Council to attend.

8. That the Arts Advisory Sub-committee receive notice of the annual general meetings of all recipient organizations in order for a member of the sub-committee to attend.

9. That the Arts Advisory Sub-committee be notified in advance of the appeals schedule in order for members to be present as observers at the appropriate Finance and Administration Committee meetings.

Additional Background Information:

Please refer to the attached memorandums from the Secretary of the Finance and Administration Committee.

Edmonton

2. PLEASE PROVIDE COMPARATIVE GROWTH FIGURES FOR THE FOLLOWING:

CATEGORY	1988	1989	1990
MEMBERSHIP			
DONATIONS ($)			
VOLUNTEERS			
NUMBER OF PROGRAMS			

3. LIST ANY EVENTS HOSTED OR CO-SPONSORED BY YOUR ORGANIZATION THAT HAVE BROUGHT NATIONAL OR INTERNATIONAL RECOGNITION TO THE CITY OF EDMONTON.

NAME OF EVENT	NUMBER OF PARTICIPANTS OR PERFORMERS	NUMBER OF SPECTATORS

4. WHAT PERCENTAGE (%) OF YOUR ORGANIZATION'S ACTIVITIES OR SERVICES ARE IN THE FOLLOWING AREAS:

_____% MULTICULTURE

_____% EDUCATION

_____% HERITAGE LANGUAGE SERVICES/PROGRAMS

_____% E.S.L. (ENGLISH AS SECOND LANGUAGE)

_____% RECREATION

_____% ARTS

_____% IMMIGRANT AND SETTLEMENT SERVICES/PROGRAMS

_____% SOCIAL SERVICE PROGRAMS

_____% RELIGION

_____% OTHER (INDICATE TYPE/CATEGORY): _____

_____

100 % TOTAL _____

MOST RECENT FINANCIAL STATEMENTS

PLEASE INCLUDE A COPY OF THE FINANCIAL STATEMENTS FOR YOUR MOST RECENTLY COMPLETED FINANCIAL OR FISCAL YEAR END. AUDITED STATEMENTS ARE PREFERRED BUT NOT REQUIRED. PLEASE INCLUDE ALL COVERING LETTERS AND NOTES FROM YOUR AUDITOR OR ACCOUNTANT. IDEALLY THESE STATEMENTS WOULD HAVE BEEN PRESENTED TO THE ORGANIZATION'S MEMBERSHIP AT AN ANNUAL GENERAL MEETING AND ACCEPTED BY A MOTION AT THAT MEETING.

AS A MINIMUM, THE STATEMENTS SHOULD INCLUDE A "STATEMENT OF RECEIPTS AND DISBURSEMENTS" (SUMMARIZING YOUR REVENUES AND EXPENSES FOR THE YEAR) AND A "BALANCE SHEET" (SUMMARIZING YOUR ORGANIZATION'S ASSETS, LIABILITIES AND SURPLUS OR DEFICIT AS OF YOUR YEAR-END).

IT IS IMPORTANT THAT FINANCIAL STATEMENTS ARE WRITTEN IN A CLEAR, LOGICAL AND UNDERSTANDABLE FORMAT. SUGGESTED FORMATS ARE AVAILABLE IN CASE YOU HAVE NOT PREPARED SUCH STATEMENTS IN THE PAST.

IF THE FISCAL YEAR-END INDICATED ON YOUR FINANCIAL STATEMENTS IS NOT WITHIN THE LAST 12 MONTHS YOU WILL BE EXPECTED TO PROVIDE UPDATED FINANCIAL INFORMATION ALONG WITH YOUR STATEMENTS.

IF YOUR FINANCIAL STATEMENTS ARE CURRENTLY UNDER PREPARATION DUE TO A VERY RECENT YEAR-END, PLEASE PROVIDE AN INTERIM STATEMENT, INDICATE WHEN THE FINAL STATEMENT WILL BE AVAILABLE, AND FORWARD A COPY OF THAT FINAL STATEMENT AS SOON AS IT IS AVAILABLE TO THE GRANTS SECTION, 5TH FLOOR, REVILLON BUILDING.

SINCE ORGANIZATIONS ELIGIBLE FOR GRANT-IN-AID AND C.R./C. OPERATING AND PLANNING COMPONENTS MUST HAVE BEEN REGISTERED AS A NON-PROFIT SOCIETY FOR ONE YEAR AS OF THE APPLICATION DEADLINE, FINANCIAL STATEMENTS SUBMITTED MUST COVER A FULL TWELVE MONTHS.

PLEASE CLEARLY LABEL ALL PAGES OF YOUR FINANCIAL STATEMENTS AS "ATTACHMENT II".

4.2(b)

BUDGET PROJECTIONS

FISCAL YEAR FROM _____ TO _____
M/D/Y M/D/Y

EARNED REVENUE		EXPENDITURE	
MEMBERSHIP FEES		SALARIES AND BENEFITS	
SUBSCRIPTIONS		OFFICE OPERATIONS	
ADVERTISING		RENT	
PROGRAM FEES		TAXES	
BINGOS (NET)		UTILITIES	
CASINOS (NET)		MAINTENANCE	
FACILITY RENTAL		INSURANCE	
OTHER: _____		SECURITY	
		TRAVEL COSTS	
TOTAL EARNED REVENUE		PRODUCTION COSTS	
		PROGRAM COSTS	
		OTHER: (SPECIFY)	
GOVERNMENT REVENUE			
FEDERAL:			
EMPLOYMENT			
CANADA COUNCIL			
OTHER: _____			
PROVINCIAL:			
EMPLOYMENT			
C.R./C.			
OTHER: _____			
MUNICIPAL:			
GRANT-IN-AID			
OTHER: _____			
TOTAL GOVERNMENT REVENUE			
DONATED CASH REVENUE			
INDIVIDUAL DONATIONS			
CORPORATE DONATIONS			
FOUNDATION GRANTS			
OTHER: _____			
TOTAL DONATED CASH REVENUE			
CASH SPONSORSHIP			
INVESTMENT INTEREST			
RESERVE: OPERATING			
CAPITAL			
OTHER: _____			
TOTAL PROJECTED REVENUE		TOTAL PROJECTED EXPENDITURE	
		PROJECTED SURPLUS OR (DEFICIT)	

PLEASE NOTE:

SURPLUS OR DEFICIT = TOTAL PROJECTED REVENUE - (MINUS) TOTAL PROJECTED EXPENDITURE.

ADDED

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

****

TO:	Mrs. S. K. Reeder, Secretary Arts Advisory Sub-Committee	YOUR FILE:	
FROM:	Mr. John Thompson, Secretary Finance & Administration Committee	OUR FILE: PHONE:	546-2747
SUBJECT:	**ARTS GRANTS: APPLICATION REVIEW PROCESS**	DATE:	1991 April 30

At its meeting held 1991 April 25 the Finance and Administration Committee discussed the present role and procedure of the Arts Advisory Committee for considering the Arts Grant Applications for submission of comments to the Grants Review Committee.

In discussion, direction was given that the Arts Advisory Sub-Committee be advised that the mandate and guidelines of the Arts Grants Consideration Process should clearly indicate that applications for grants are to be reviewed on the basis of artistic merit and that comments submitted to the Grants Review Group should not refer to the level of funding of proposed grants to the various arts organizations.

John Thompson

c.c. Alderman B. Hinkley, Chairman, Finance and Administration Committee
Alderman W. McCulloch
Alderman D. Wilson
Mr. L. Sage, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer
Mr. R. Sugden, Director, Culture and Recreation Department
Mr. K. Beattie, Grants Co-ordinator
Ms. C. York, Culture and Recreation Department

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Mr. K. Beattie
Grants Co-ordinator
Treasury Department

FROM: Mr. John Thompson, Secretary
Finance & Administration Committee — PHONE: 546-2747

SUBJECT: GRANTS REVIEW PROCESS — DATE: 1991 April 30

This memo is intended to serve as a reminder that the Finance and Administration Committee at its meeting held 1991 April 25, at the request of Alderman W. McCulloch, directed that the Grants Review Group undertake to review and recommend revisions to the General Grant Policies and report back in sufficient time for implementation in the 1992 budget process. Proposed revisions should reflect the following changes:

1. The administrative process for receiving grant applications to be implemented possibly a month earlier with the view to presenting a single global report to City Council on grant recommendations. This new procedure would then give City Council a total picture of all grant requests in order to allow for possible revisions to the recommended amounts by City Council. It would also provide an equal opportunity to all appellants in the grant appeal process.

2. Clarify the role of the Arts Advisory Sub-Committee such that comments submitted to the Grants Review Group do not refer to the level of funding of proposed grants.

   In this regard, a separate memorandum has been forwarded to the Arts Advisory Sub-Committee advising that their mandate and guidelines for the Arts Grants Consideration Process should clearly indicate that grant applications are reviewed on the basis of artistic merit only and should not address funding levels.

....2

3. Membership on the Arts Advisory Review Group should be limited to individuals who do not have a vested interest in securing a grant. This particular recommendation may also require a revision to the Application Review Process for Arts Grants of the Arts Advisory Sub-Committee.

c.c. Alderman B. Hinkley, Chairman, Finance and Administration Committee
Alderman W. McCulloch
Mr. L. Sage, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer
Mr. R. Sugden, Director, Culture and Recreation Department
Mrs. S. Reeder, Secretary, Arts Advisory Sub-Committee

5

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 September 17

REPORT TO: Chairman and Members
Arts Advisory Sub-Committee

FROM: Charlene J. Coutts, Secretary
Arts Advisory Sub-Committee

SUBJECT: **Public Meeting - Arts Advisory Sub-Committee**

RECOMMENDATION:

That the Arts Advisory Sub-Committee establish a date and time for its 1991 Public Meeting.

C Coutts

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The mandate of the Arts Advisory Sub-Committee as adopted by the Parks and Recreation Committee at its meeting held 1990 November 6, states that the Committee will "monitor and review on a regular basis the "Policy for The Arts" and to meet annually with the Arts Community for its input and information".

Given that the Terms of Office for Committee members expires on 1991 November 30, it would be appropriate to hold this Public Meeting in late-September to early-October to enable the Committee to follow through on any recommendations that may result from this meeting.

c.c.- Ms. C. York, Arts Co-Ordinator
Culture and Recreation Department
- Mrs. M. Havelka, Manager of Cultural Services
Culture and Recreation Department



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25073	R. BLUE/BLEU R.	BB2507
25074	GREY/GRIS	BD2507
25075	GREEN/VERT	BP2507
25077	TANGERINE	BA2507
25078	RED/ROUGE	BF2507
25079	X. RED/ROUGE X.	BX2507

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